

CAL GRANT WORKSHOP

For College Financial Aid Professionals



FALL
2003

Investing in Students Today For California's Future



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NOTES



CAL GRANT UPDATE

for college administrators



2003 CSAC Fall Workshop

Training Contacts

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otdtraining@csac.ca.gov

Shelly Menzel
(916) 526-8013
smenzel@csac.ca.gov

Agenda

- 2003-2004 Award Statistics
- Program Update
- Application Process
- Commission Reports
- WebGrants Enhancements
- Compliance Reminders
- Training and Outreach

NOTES

Our New Executive Director

- Diana Fuentes-Michel
- Appointed May 2003
- Vice Chancellor of Governmental Relations and External Affairs with the CCCC
- Undersecretary for Education





AWARD STATISTICS

2003-2004



2003 CSAC Fall Workshop

Entitlement Applications

	<u>2002-03</u>	<u>2003-04</u>
• GPA Verifications	206,800	218,360
• ISIR Records	238,000	247,100
• Total Matches	117,600	126,570

NOTES

Entitlement Awards

	<u>2002-03</u>	<u>2003-04*</u>
• Cal Grant A	18,115	18,565
• Cal Grant B	42,628	41,658
• Transfer Entitlement (A & B)	563	1,920

**Preliminary Numbers*

Competitive Awards

	<u>2002-03</u>	<u>2003-04</u>
• March 2nd Cycle		
• Competitive Cal Grant A	807	945
• Competitive Cal Grant B	11,398	10,618
• September 2nd Cycle		
• Competitive Cal Grant A	310	292
• Competitive Cal Grant B	11,363	10,653

Competitive Awards

	<u>2002-03</u>	<u>2003-04</u>
• Cal Grant C	7,761	7,761
• Cal Grant T	2,050	0

NOTES



PROGRAM UPDATE

changes & clarifications

2003 CSAC Fall Workshop

2003-2004 State Budget Impact

- Cal Grant T
- State Work Study
- APLE & Grad APLE
- Cal Grants
 - Entitlements - intact
 - Competitive awards - 22,500 (no change)

2003-2004 Cal Grant Award Amounts

	A	B*	C**
Community College:	Reserve	\$1,551	\$576
California State University:	\$2,046	\$2,046 + \$1,551	NA
TCP/5 th year:	\$2,256	\$2,256 + \$1,551	
University of California:	\$4,984	\$4,984 + \$1,551	\$2,592 + \$576
TCP/5 th year:	\$5,219	\$5,219 + \$1,551	
Independent:	\$9,708	\$9,708 + \$1,551	\$2,592 + \$576
TCP/5 th year:	\$9,708	\$9,708 + \$1,551	

* In general, first time freshmen recipients will not receive the tuition & fee award component

** For vocational programs only.

NOTES

R6, R7		
2004-05 Income Ceilings <i>proposed</i>		
	Cal Grant A, C & T	Cal Grant B
Dependent students and Independent students with dependents other than a spouse		
Family Size: Six or more	\$78,100	\$42,900
Five	\$72,400	\$39,700
Four	\$67,600	\$35,500
Three	\$62,200	\$31,900
Two	\$60,700	\$28,300
Independent students		
Single, no dependents	\$24,800	\$52,300
Married, no other dependents	\$28,300	\$24,900

R6, R7		
2004-05 Asset Ceilings <i>proposed</i>		
	Cal Grant A, C & T	Cal Grant B
Dependent students and Independent students with dependents other than a spouse	\$52,300	\$52,300
Independent students	\$24,900	\$24,900

2004-05 Residency Requirements	
<ul style="list-style-type: none"> Students over 18 <ul style="list-style-type: none"> Legal California resident for one year immediately prior to the application cycle deadline Students under 18 <ul style="list-style-type: none"> Custodial parent Custodial non-parent Armed Forces 	

NOTES

R2

Revised Renewal Policy

- Change in minimum number of terms required for a student to be renewed
 - 1 out of 2 semesters must be accounted for
 - 2 out of 3 quarters must be accounted for
 - Summer is never counted
- One unreported term per year is acceptable for renewal

R4, Q3

New Leave Posting Procedure

- If the “LA” or unreported term is **not required** for the student to renew, it is **not counted** towards the student’s total leave accrual limit
- To save eligibility
 - Posting LA is acceptable, or
 - Leave term unreported, or
 - Refer student to CSAC

Leave of Absence Example (quarter)

	Fall	Winter	Spring
2003-2004	Paid	Paid	X
2004-2005	LA	X	Paid
2005-2006	Paid	Paid	X
2006-2007	LA	LA	X
2007-2008	Paid	Paid	Paid
2008-2009	X	Paid	Paid
2009-2010	Paid	Paid	X

Total Leave Counted

Against Maximum 150%: **100%**

NOTES

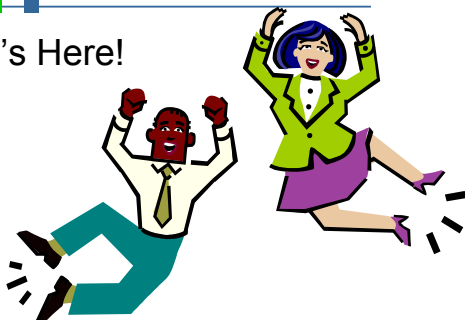
Leave of Absence Example (semester)

	Fall	Spring
2003-2004	Paid	Paid
2004-2005	LA	X
2005-2006	Paid	X
2006-2007	X	Paid
2007-2008	Paid	Paid
2008-2009	LA	X
2009-2010	Paid	Paid

Total Leave Counted
Against Maximum 150%: **100%**

Cal Grant Programs Manual

- It's Here!



Programs Manual Contents

1. Agency Background
2. Institutional Eligibility
3. Program Descriptions
4. Applications
5. Award Selection
6. Renewal of Cal Grant Awards
7. Program Administration
8. Payment Processing
9. Cash Management
10. Reconciliation
11. Program Compliance
12. Communication

NOTES

California Home

Welcome to **California**

Wednesday, October 8, 2003

Home
Students and Parents
Cal Grants
Outreach
Publications
Schools
The Organization
Links
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CALIFORNIA STUDENT AID COMMISSION

Search

My CA This site

Schools

Cal Grant Manual

DRAFTS for External Review

The Cal Grant Programs manual is being revised and will be published in late October 2003. The chapters below are still drafts and are being circulated for external review to members of the Commission's Grant Advisory Committee, the CASFAA Executive Council and the CCCSFAAA Executive Board. If you have comments or questions regarding these draft documents, please forward them to [COTD Training](#).

- Table of Contents
- Chapter 1 - About the Student Aid Commission
- Chapter 5 - Renewal of Cal Grant Awards
- Chapter 9 - Cash Management and Disbursement
- Chapter 11 - Compliance Review
- Chapter 12 - Commission Communications

[Schools](#) → [Colleges](#) → [Cal Grant Manual](#)

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APPLICATION PROCESS

drawdowns & corrections

2003 CSAC Fall Workshop

Which ISIR Does CSAC Use?

- ISIR Drawdown Criteria
 - California listed as state of residence **or**
 - at least one California school listed
- Award Cycle
 - Entitlement Applicants – Most recent ISIR available at time of GPA match
 - Competitive Applicants - Most recent ISIR available prior to application deadline

NOTES

R12

Corrections for Unawarded Students

- Competitive Applicants
 - No corrections period
 - Manual score
- Entitlement Applicants
 - Can correct any field that might change their eligibility
 - No EFC
 - Application "on hold"
 - Financially Ineligible

Corrections for Awarded Students

- Verify income and asset eligibility for new recipients
- Financial need
- Transfer Entitlement high school graduation date
- Other basic eligibility requirements



COMMISSION REPORTS

and how to use them

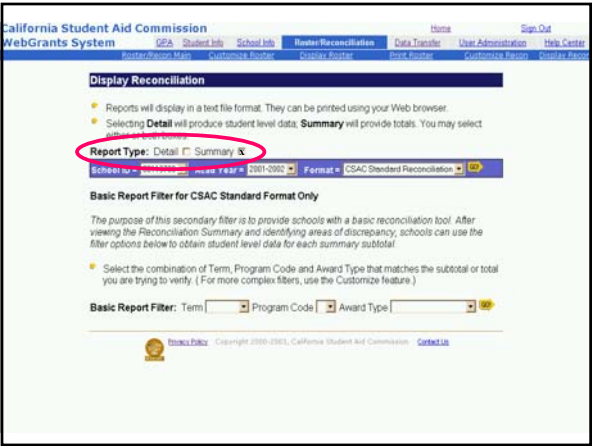
2003 CSAC Fall Workshop

NOTES


Existing Reports	New Reports
<ul style="list-style-type: none">Grant RosterAccept/RejectUnable to Determine Renewal EligibilityPayment ActivityEL Verification	<ul style="list-style-type: none">ReconciliationRenewed with Automatic LeaveAward Status ExtractCompare RostersRemoved from Roster

New Reports: Reconciliation

- WebGrants Roster/Reconciliation page
- Customizable
 - Detail or Summary
 - Sorting & Filtering
- Compare to accounting/bursar reports



NOTES

ACADEMIC YEAR 2001-2002		RECONCILIATION REPORT (SUMMARY)			
		00113700 - CSU FULLERTON			
FILTER CRITERIA : PAY STAT CODE IN ('PA','RP','AA','AP') AND TERM (FL,WN,SP,SU)					
INFORMATION FOR TERMS NOT SELECTED WILL DISPLAY AS BLANKS					
	FALL	WINTER	SPRING	SUMMER	TOTAL
A T/F	6,306.00		2,580.00		8,886.00
B T/F	4,284.00		8,568.00		12,852.00
B ACC	4,462.00		7,942.00		12,404.00
B TOTAL	8,746.00	0.00	16,510.00	0.00	25,256.00
C T/F					0.00
C S/S					0.00
C TOTAL	0.00	0.00	0.00	0.00	0.00
TOTAL	15,052.00	0.00	19,090.00	0.00	34,142.00
GRAND TOTAL					
*** END OF REPORT ***					
viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal					
Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature)					
Basic Report Filter: Term <input type="text"/> Program Code <input type="text"/> Award Type <input type="text"/>					
 Privacy Policy Copyright 2000-2003, California Student Aid Commission Contact Us					

Other Reconciliation Reports

- Students on Leave Report
- Withdrawn Students Report

New Report: Renewed with Auto Leave

- Unable to Determine Renewal Eligibility
 - Missing posted transaction for 2 or more terms of prior year
 - Students **NOT** renewed
- Renewed with Automatic Leave
 - Missing posted transaction for 1 term of prior year
 - Students renewed

NOTES

R8

New Report: Award Status Extract

- Students on SMLTA roster only
- Award Status Upload
 - First line – Header
 - Second line and below - Detail
- Month-end processing
- Downloadable Report
 - Award Status Extract – Awarded
 - Award Status Extract – Not Awarded

New Reports: Compare Tools

- Students New or Changed on Roster
 - Returns the @ and * special identifiers to the roster
 - Can be used to compare any two rosters within the same award year
 - WebGrants and new compare program tool
- Students Removed from Roster
 - Students formally on your roster who have been transferred to another school's roster

Format Guide for Report Downloads

Report Type	Data File	Formatted Text File	Paper
Grant Roster	✗	✗	
"Compared" Rosters	✗		
Removed From Roster	✗		
Accept/Reject	✗	✗	✗
Unable to Determine Renewal Eligibility	✗	✗	✗
Payment Activity		✗	✗
Reconciliation		✗	
Renewed with Automatic Leave	✗	✗	
Award Status Extract (Upload & Download)	✗		
EL Verification	Coming soon	Coming soon	✗

NOTES

Data File Layout Specifications

Report Type	File Layout	Header Required
Grant Roster Upload	Helpdesk	X
Grant Roster Download	Helpdesk	
Award Status Extract Upload	R-8	X
Award Status Extract Download	R-8	
CCC Enrollment Data Upload	R-9	X
GPA Upload	R-10	
EL Verification <i>(coming soon)</i>		

"Turning Off" the Paper Reports

- Send written request to:

California Student Aid Commission
Grant Services Division
P.O. Box 419027
Rancho Cordova, CA 95741-9027

WEBGRANTS ENHANCEMENTS

past, present & future

2003 CSAC Fall Workshop

NOTES

F7, F8, F9

Future WebGrants Enhancements

1. Online EL verification
2. School change data file transfer
3. Unclaimed award report
4. WebGrants password expiration
5. Enrollment data upload like GPA upload



COMPLIANCE REMINDERS

requirement clarifications



2003 CSAC Fall Workshop

Cal Grant Account Maintenance

- Non-interest bearing account OR all interest returned to the Commission
- Separate accounting ledger for Cal Grant funds

"The Institution may deposit funds from various sources including Cal Grant funds into one bank account, but must identify the Cal Grant funds by using subsidiary ledgers. All activity of Cal Grant funds must be supported by appropriate accounting records in accordance with generally accepted accounting principles and practices."

Institutional Participation Agreement
Article III, A-1

NOTES

Interest Accrual on Cal Grant Funds

- Inform your accounting office of policy
- Beware of “sweeping” funds into general ledger account
 - ANY interest accrual must be returned to CSAC
- Check for pennies in account balance

Cal Grant Need Formula

New Cal Grant Recipients

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution} \\ - \text{Veteran's Benefits} \\ \hline \text{New Cal Grant Need} \end{array}$$

Renewal Cal Grant Recipients

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution} \\ - \text{PELL Grant} \\ \hline \text{Renewal Cal Grant Need} \end{array}$$

Adjustment Reason Codes

- **HT (AH)** Student is attending half-time
- **TT (AT)** Student is attending three quarter-time
- **OF, OH, OT** Student is receiving Tuition & Fee assistance from outside source
- **NP** Student is not maintaining Satisfactory Academic Progress
- **NS** School needs to adjust a previously reported payment to zero
- **LA** Student is taking a Leave of Absence

NOTES

Overawards

- Tuition and Fee payments must be the lesser of:
 - Student's calculated Cal Grant need
 - Actual tuition and fee costs
 - Maximum annual award amount
- If an overaward is discovered after initial term payment, subsequent term payments must be offset by the reduced amount

Overaward Adjustment Example

- Student with Cal Grant B thought to be attending full-time and eligible for maximum term award amount when initial Fall payment was disbursed:

First Access Disbursement: \$776

- It is then discovered that the student was only attending $\frac{3}{4}$ time and eligible for a pro-rated amount of \$582 for the first term:

$\$776 - \$582 = \$192$ (overpayment on the 1st term)



$\$582 - \$192 = \$388$ (prorated 2nd term - overage)

Second Access Disbursement: \$388

Refund Policy




- Schools are required to have a tuition refund policy that includes the Commission's grant programs
- Policy should be the same for all students
- Policy should consider what is most beneficial to the student
- Policy must ensure that no Cal Grant tuition and fee payments in any programs exceed the actual tuition and fee charges for any term

NOTES



TRAINING & OUTREACH PLAN

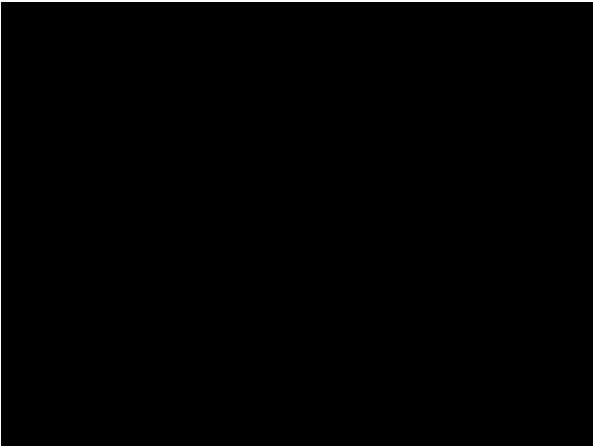
getting the word out



2003 CSAC Fall Workshop

Outreach Efforts

Activity	October							November							December							January							February							
	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	1	8	15	22	29	5	12	19	26							
Teen Direct Mail																																				
Teen Top 10 Notebooks									Sent to schools, legislators, Cal-SOAP, CBOs																											
Teen Website (calgrants.org)																																				
La Opinion Supplement																																				
Comcast TV spots									Light Schedule																		Heavy Schedule									
Resource kits																																				
Corporate Sponsor Events																																				
College Goal Sunday Support									Provide materials, consultation and support																											
Teen Magazine ads																																				
Regal Theater commercials									Theater ads, slides, lobby HDTV screens																											
Tray Liners																																				



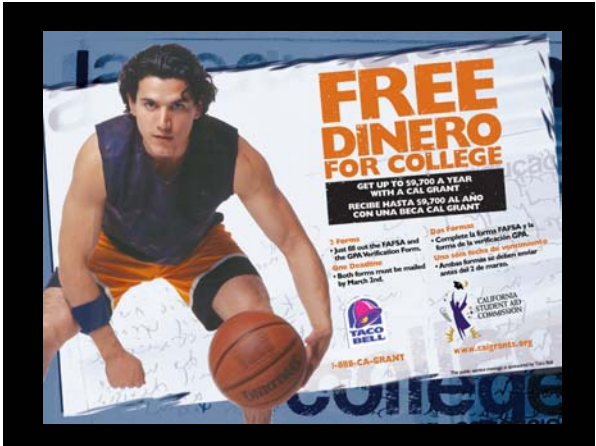
NOTES







NOTES



F1, F2

New Cal Grant Website

- Calgrants.org
- Publications and Outreach Material

education

WELCOME TO THE CAL GRANT WEB SITE

The place that makes college dreams come true for every qualifying student.

Here is all you need to do to get the ball rolling on your Cal Grant.



Click on www.calgrants.org and you'll find loads of information on how to apply for financial aid and how to qualify for as much as \$5,700 in free money for college.

Or visit www.pin.ed.gov. You can get a PIN (Personal Identification Number) here now. With your PIN, you can file the FAFSA on-line at www.fafsa.ed.gov beginning January 1.

Remember to check back to this site after November 1. We'll have all the latest Cal Grant info and plenty of new updates.


A photograph of three diverse high school students (two girls and one boy) smiling and hugging each other. They are dressed in casual clothing.

NOTES



KEEPING CURRENT

staying on top of changes



2003 CSAC Fall Workshop

CSAC Web-site

California Home

Wednesday, May 15, 2002

Welcome to  

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[Students & Parents](#)
[Cal Grants](#)
[Outreach](#)
[Publications](#)
[Schools](#)
[The Organization](#)
[Links](#)
[Contact Us](#)



Welcome

This site is for you, the student, parent or school staff member, to assist your search for State, federal, and institutional financial aid information for funding post-high school education.



Welcome

Our mission is to "make education beyond high school financially accessible to all Californians." As you travel through this web site, we hope that it will provide you with the tools necessary for you to begin a postsecondary education experience, and assist you in completing your selected program. Ultimately, our hope is that through this educational access, you will experience a higher quality social and economic life, which will benefit California and the rest of the world.



search

My CA This site



Students & Parents

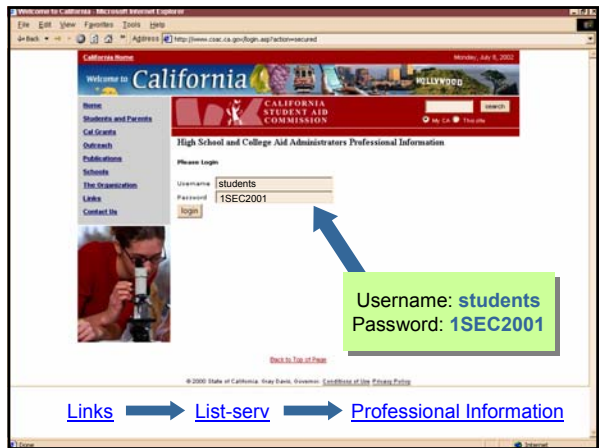
- Find Answers
- Getting Started
- Commission Programs
- Financial Aid Calendar
- Current News and Highlights

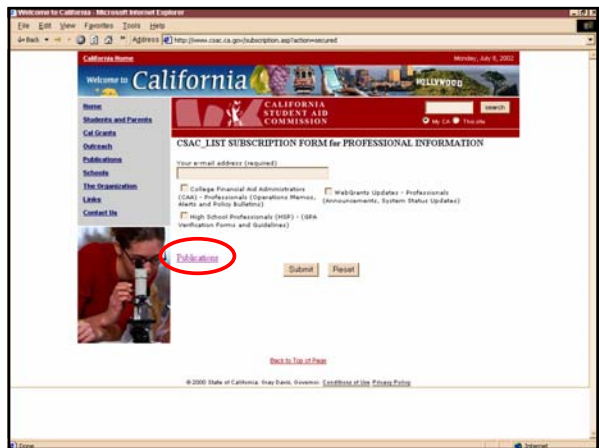


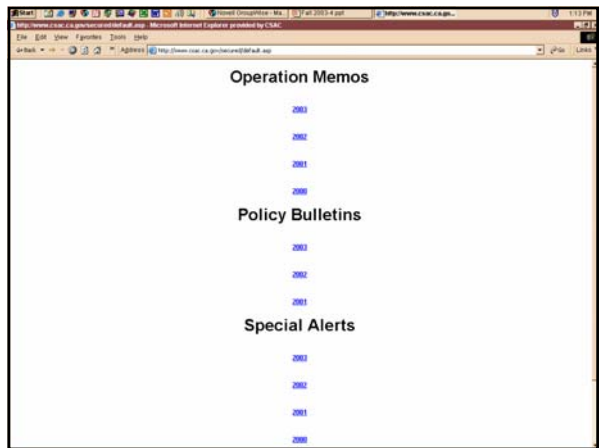
CSAC Email List

- Special Alert GSA 2002-01
- Email distribution lists for:
 - College Financial Aid Professionals
 - High School Professionals
 - WebGrants Users
 - CSAC News – Public
- www.csac.ca.gov

NOTES







NOTES

Operation Memos - 2003

Date	Document Reference #	Document Title
8/20	GOM 2003-07	Revised Renewal Procedure (85kb)
		September 2, 2003, Competitive Cal Grant Award Information (16kb)
7/15	GOM 2003-06	Attachment: Electronic Record Layout for Community College (55kb)
		Attachment: Certification Form for Cal Grant GPA Verification (68kb)
6/19	GOM 2003-05	Attachment: WebGrants Record Layout for Colleges (70kb)
4/9	GOM 2003-04	Clarification of Specific Articles in New Institutional Participation Agreement (IPA) (105kb)
3/7	GOM 2003-03	Cal Grant Update, April 2003 (80kb)
2/5	GOM 2003-02	WebGrants Modifications Advisory (92kb)
		Cal Grant Update (717kb)
1/29	GOM 2003-01	March 2nd Materials Order Form (177kb)
		Attachment: Order Form (13kb)

Training Opportunities in 2004

- Beginning Grant Workshops
 - January - San Diego
 - March - San Jose
 - April - Orange County
 - June - Sacramento
- More CCCConfer Sessions
- CASFAA & CCCSFAAA events
- Annual Fall workshops

We Want to Hear From You

- Check website for training news
 - Click on Schools > Training Schedule
- Give us your ideas and feedback
 - Phone: (916) 526-8920
 - Email: otdtraining@csac.ca.gov



Forms



CSAC Publications Order Form	F1
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CSAC Outreach Materials Order Form	F2
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G-10 Grant Record Change Form for Students	F3
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G-21 Grant Record Change Form for Schools	F4
---	----

Application for 5 th Year Benefits	F5
---	----

Request for Teacher Credential Benefits	F6
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WebGrants Information Security & Confidentiality Agreement	F7
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WebGrants System Administrator's Access Request Form	F8
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WebGrants System User Access Request Form	F9
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Forms and Publications Order Form

Order quantities may be adjusted based on the availability of materials at the time an order is filled. Back orders will be filled as forms are reprinted. Please print or type the street address where materials are to be shipped. Orders may be placed via mail, fax, or telephone at the address and/or numbers indicated below.

PUBLICATIONS FOR HIGH SCHOOLS, VOCATIONAL SCHOOLS, COLLEGES AND UNIVERSITIES

Order #	Title	Rev. Date	Order #	Title	Rev. Date
___ G-10	Grant Record Change Form for Students (Available on CSAC Web site)	05-01	___ G-99*	Graduate APLE Pamphlet	09-00
___ G-11	Cal Grant Entitlement Fact Sheet and Appeal Process	01-02	___ G-188*	LEPD Brochure	11-01
___ G-12	Deferment Request for Cal Grant (Available on CSAC Web site)	09-00	___ G-191*	Byrd Scholarship Fact Sheet	04-01
___ G-20.1	Cal Grant T Non-Recipient Information Sheet	08-01	___ G-198*	Out-of-State APLE Pamphlet	09-01
___ G-21	Grant Record Change Form for Schools	05-01	___ G-200*	Child Development Grant Program Coordinators' Guide and Application	10-02
___ G-22	Payment Transaction Form for Schools	09-01	___ G-111*	Child Development Grant Program Overview Pamphlet	06-01
___ G-42	Request for Cal Grant Fifth Year Benefits	07-01	___ G-206*	APLE Brochure	05-02
___ G-44	Request for Cal Grant Teaching Credential Benefits	07-01			
___ G-51*	Graduate APLE Application/ Nomination Packet	06-02			

TO ORDER THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA), CONTACT THE U.S. DEPARTMENT OF EDUCATION AT 1-800-433-3243.

Institution Name	Office of person receiving order (OPTIONAL)	Telephone Number:	
		E-mail Address:	
Code Number (Federal code plus 00) (H.S. - College Entrance Exam Board code plus 00)			Date (Allow two weeks for delivery)
Street Address (Please print street address for UPS delivery)		City	State Zip Code

ADDRESS INFORMATION

California Student Aid Commission, P.O. Box 419027, Rancho Cordova, CA 95741-9027

Fax: CSAC Headquarters: (916) 526-8004

Telephone: CSAC Headquarters: (916) 526-7985 or (888) 294-0153 *Specialized Programs (916) 526-8276

Forms and Publications Order Form

Order quantities may be adjusted based on the availability of materials at the time an order is filled. Back orders will be filled as forms are reprinted. Please print or type the street address where materials are to be shipped. Orders may be placed with the California Student Aid Commission's warehouse via mail, fax, or telephone at the address and/or numbers indicated below.

PUBLICATIONS FOR HIGH SCHOOLS, VOCATIONAL SCHOOLS, COLLEGES AND UNIVERSITIES

Order #	Title	Rev. Date	Order #	Title	Rev. Date
___ G-4	March 2nd GPA Verification Form	10-01	___ G-186	Make a Difference: TEACH (brochure)	10-02
___ G-4.1	September 2nd GPA Verification Form	06-02	___ G-196	Cal Grant T GPA Verification Form	05-02
___ G-30	2001-02 Cal Grant Program Comparison	01-02	___ G-197	Cal Grant T Pamphlet	05-02
___ G-58	<i>Fuel the Future</i> High School Poster	06-02	___ G-411	CSAC Forms and Publications Order Form	10-02
___ G-59	<i>Fuel the Future</i> CCC Poster (general)	06-02	<u>CSAC AND EdFUND FUND YOUR FUTURE</u>		
___ G-60	<i>Fuel the Future</i> Brochure	06-02	___ I-1	2003-04 Fund Your Future Brochure - En	09-02
___ G-61	<i>Fuel the Future</i> CCC Poster (date specific)	06-02	___ I-1.1	2003-04 Fund Your Future Brochure -Sp	10-02
___ G-62	<i>Fuel the Future</i> Postcard (date specific)	06-02	___ I-2	2003-04 Fund Your Future Workbook for Students	09-02
___ G-64	<i>Fuel the Future</i> Postcard (general)	06-02	___ I-3	2003-04 Fund Your Future Workbook for Students (Spanish)	10-02
___ G-66	FAFSA PIN Order	12-01	___ I-4	2003-04 Fund Your Future Counselors' Guide	09-02
___ G-67	Instructor's Resource	11-01	___ I-5	2002-03 Cal Grant Poster (March 2nd Deadline)	09-01
___ G-70	March 2 Poster	11-01	<u>VIDEOS</u>		
___ G-71	March 2 Bookmarks	11-01	___ V-5	<i>It's Your Future</i>	
___ G-72	March 2 Postcards	11-01	___ V-6	<i>College - It's For You</i>	
___ G-179	FAFSA "Tips Sheet" for Students - Spanish	01-02	___ V-11	<i>Say Yes to Careful Borrowing</i> (For entering freshmen)	
___ G-180	FAFSA "Tips Sheet" for Students - English	11-01	___ V-12	<i>Give Yourself Credit</i> (For entering freshmen)	
___ G-184	September 2nd Deadline Multi-language Flyer	08-01	___ V-13	2003-04 FAFSA video (CA version) -English.	
___ G-185	Cal Grant: New Program Guarantees College Grants for Graduating H. S. Seniors (Flyer)	01-02	___ V-24	2003-04 FAFSA video (CA version) -Spanish.	
___ English	___ Spanish	___ Chinese	___ V-15	<i>Introduction to "Web Grants"</i>	
___ Vietnamese	___ Korean	___ Russian	The following videos have limited availability and will not be back ordered		
			___ V-25	<i>Teaching Careers Make a Difference</i> -English	
			___ V-26	<i>Teaching Careers Make a Difference</i> -Spanish	

TO ORDER THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA), CONTACT THE U.S. DEPARTMENT OF EDUCATION AT 1-800-433-3243.

Institution Name		Office of person receiving order (OPTIONAL)		Telephone Number:	
				E-mail Address:	
Code Number (Federal code plus 00) (H.S. - College Entrance Exam Board code plus 00)				Date (Allow two weeks for delivery)	
Street Address (Please print street address for UPS delivery)			City	State	Zip Code

ADDRESS INFORMATION

California Student Aid Commission, P.O. Box 419027, Rancho Cordova, CA 95741-9027

Fax: Commission Shipping Center: (916) 526-8838

Telephone: Commission Shipping Center: (916) 526-7282

OUTREACH ORDER FORM FOR MARCH 2ND



- _____ G-4 GPA Verification Form
- _____ G-70 March 2nd Cal Grant Deadline Poster
- _____ G-71 March 2nd Cal Grant Deadline Bookmarks
- _____ G-72 March 2nd Cal Grant Deadline Postcards
- _____ G-119 High School Counselor Toolkit
- _____ G-121 *"Ten Most Important Things Students Need to Know About Cal Grants"* spiral notebook for Students
- _____ G-122 *"Ten Most Important Things Students Need to Know About Cal Grants"* top tear notepad for Counselor/Teacher
- _____ G-124 *"You'll Want To Stay Awake For This Lesson"* customizable and reproducible flyer (B/W) - 1 sided
- _____ G-125 *"La Opinion"* Student Supplement
- _____ G-126 *"La Opinion"* Parent Supplement
- _____ G-130 "2+1 = \$9,700" Mailer
- _____ G-133 Corporate Sponsor Poster - 18" x 24"
- _____ G-134 Parent Direct Mail #1
- _____ G-135 Teen Postcard #1 - "A Day Late..."
- _____ G-136 Teen Postcard #2 - "No Excuses..."
- _____ G-180 FAFSA "Tip Sheet" for students - English/Spanish

VIDEO

- _____ V-13 2003-04 FAFSA Video (CA Version) - English
- _____ V-24 2003-04 FAFSA Video (CA Version) - Spanish

Orders may be placed with the California Student Aid Commissions warehouse via mail, fax or telephone.

California Student Aid Commission, P.O. Box 419027, Rancho Cordova, CA 95741-9027

Fax: Commission Shipping Center: (916) 526-8838

Telephone: Commission Shipping Center: (916) 526-7282

Institution Name		Telephone Number:		Date (Allow two weeks for delivery)
		E-mail Address:		
Street Address (Please print street address for UPS delivery)				
City	State	Zip Code	Code Number. - (College Entrance Exam Board code plus 00)	

Grant Record Change Form For Students Cal Grant Program

Award year
____/____
(e.g. 2001/02)



Students should complete this form to notify the California Student Aid Commission (Commission) of any changes in the their name, social security number, address, school, withdrawal from a grant program, or to request a leave of absence. Mail the completed form as soon as possible to:
California Student Aid Commission, Grant Program Processing Section, P.O. Box 419028, Rancho Cordova, CA 95741-9028.

Please read instructions on the reverse side before completing. Print or type all information.

I. STUDENT CERTIFICATION

1. Student's name (last, first, middle initial) — <i>If this is a name change, complete #6 in Section II below.</i>	2. Date of birth (mo/day/yr)
3. Social security number — <i>If this is a change from Commission records, complete #7 in Section II below.</i> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	4. Telephone number ()
5. Address: Is this an address change? Yes <input type="checkbox"/> No <input type="checkbox"/> Street address	City
	State
	Zip code

II. STUDENT CHANGE INFORMATION (COMPLETE QUESTIONS AS APPROPRIATE)

Complete this section if you are changing any of the following: Name, social security number, school, Cal Grant Program for which you wish to be considered or if you wish to withdraw from the Cal Grant program.

6. Name change: If the name you provided in item #1 above is different than your previous name used, please print or type your previous name (last, first, MI) and provide documentation.

7. Social security number: If you indicated a change in your social security number in #3 above, please enter your previous social security number below and attach a copy of your social security card, showing the correct number.
--

8. Change of school: I wish to change my school choice and be considered for an award at the school listed below. ☐
School name

City

Length of academic program (mos./yrs.)

9a. School change effective for (check one): ☐ Fall term ☐ Winter term ☐ Spring term ☐ Summer term

9b. Date term begins: _____month _____day _____year

9c. I plan to reside (check one): ☐ On campus (dorm) ☐ Off campus (apartment, etc.) ☐ At home with parents or relatives

10. I wish to change my award to the following (check one): ☐ Cal Grant A ☐ Cal Grant B ☐ Cal Grant C

III. LEAVE OF ABSENCE REQUEST

Complete items 11 and 12 below. If you are a Cal Grant recipient and would like to request a leave of absence from the Cal Grant program for up to one academic year, return this form to the Commission at the address provided at the top of this form. **You must send this Leave of Absence Request Form to the Commission as soon as possible or your award may be withdrawn. (See "Leave of Absence Policy" section in the Cal Grant Reference Manual.)** A leave of absence or series of leaves which total more than the equivalent of one academic year normally will not be approved. The Commission may grant extended leaves in exceptional circumstances. Please attach supporting documents (such as a doctor's note) to request any leave in excess of one academic year.

11. Enrollment Information:

School of attendance or most recent attendance	Date and term last attended
--	-----------------------------

I request a Leave of Absence for the following term(s): Check box(es)

☐ Fall quarter/semester ☐ Winter quarter ☐ Spring quarter/semester ☐ Summer quarter (if mandatory)

☐ Fall trimester ☐ Winter trimester ☐ Spring trimester (if mandatory)

Indicate exact dates for which you are requesting a Leave of Absence: From: _____ To: _____

12. Briefly state your reason(s) for a leave of absence: *(please print or type — attach additional pages or documentation if necessary)*

IV. LEAVE OF PAYMENT REQUEST

Complete items 13 and 14 below. If you are a Cal Grant B recipient and would like to request a leave of payment from the Cal Grant program to reserve grant eligibility while you complete your transfer requirements, return this form to the Commission at the address provided at the top of this form. **You must send this Leave of Payment Request Form to the Commission as soon as possible or your award may be withdrawn.** (See "Leave of Payment Policy" section in the Cal Grant Reference Manual.) Leaves of payment may be granted on a term-by-term basis.

13. Enrollment Information:

School of attendance or most recent attendance

Date and term last attended

I request a Leave of Payment for the following term(s): Check box(es)

- ☐ Fall quarter/semester ☐ Winter quarter ☐ Spring quarter/semester ☐ Summer quarter (if mandatory)
☐ Fall trimester ☐ Winter trimester ☐ Spring trimester (if mandatory)

Indicate exact dates for which you are requesting a Leave of Payment: From: _____ To: _____

14. Briefly state your reason(s) for a leave of payment: *(please print or type — attach additional pages or documentation if necessary)*

V. STUDENT'S SIGNATURE (YOU MUST SIGN AND DATE THIS FORM)

15. Signature (I certify to the best of my knowledge that this information is true and correct.)

Date



Instructions for Completing the Grant Record Change Form for Students

All sections on this form must be completed as instructed below.

Section I — Student Information (This section and Section V must be completed)

1. Enter your name (last, first, middle initial).
2. Enter your date of birth (month, day, year).
3. Enter your social security number.
4. Enter your telephone number, including area code.
5. Check "Yes" if your address is different from the Commission's records. Check "No" if your address is the same as the Commission's records. Enter your street address, city, state and five- or nine-digit zip code.

Section II — Student Change Information (Complete as appropriate)

6. If you indicated a name change in question #1, please provide your previous name (last, first, middle initial). Remember to print or type clearly.
7. If your social security number in question #3 is a change from Commission records, enter your new number and attach a copy of your new social security card.
8. If you wish to change your school choice and be considered for an award at a different school, enter the school's name and city and the length of the academic program in months and/or years. **NOTE: A change in school choice may affect your eligibility for an award.**
- 9a. Enter the effective term of this change in your school choice.
- 9b. Enter the beginning date of the term checked in 9a.
- 9c. Check whether you will live on campus, off campus, or at home with parents or relatives.
10. If you are a new applicant and wish to change the Cal Grant award for which you are being considered, check the appropriate box (renewal applicants cannot change their award). Changes cannot be made after your award has been paid.

Section III — Leave of Absence Request

11. Enter the school you attend or have attended most recently and the date and term you last attended (e.g. 01/01, Spring 2001). Also enter the terms for which you are requesting a leave of absence (e.g. Fall semester), and the exact date for which you are requesting a leave of absence (e.g. 9/15/01 to 12/15/01).
12. Print or type the reason(s) for your leave of absence request. Attach additional pages or documentation if necessary.

Section IV — Leave of Payment Request

13. Enter the school you attend or have attended most recently and the date and term you last attended (e.g. 01/01, Spring 2001). Also enter the terms for which you are requesting a leave of absence (e.g. Fall semester), and the exact date for which you are requesting a leave of absence (e.g. 9/15/01 to 12/15/01).
14. Print or type the reason(s) for your leave of payment request. Attach additional pages or documentation if necessary.

Section V — Student Signature (To avoid delays, sign, date, and mail this form as soon as possible.)

15. Your signature certifies to the best of your knowledge that this information is true and correct. **Note: Providing false information may result in the withdrawal of your award.**

Mail this form as soon as possible to:

California Student Aid Commission
Grant Program Processing Section
P.O. Box 419028
Rancho Cordova CA 95741-9028

Form may be faxed to: (916) 526-8002.

Questions regarding this form can be made to the address above, or to (888) 224-7268. Our e-mail address is custsvcs@csac.ca.gov

Grant Record Change Form For Schools Cal Grant Programs

School use
Award year 20__ to 20__



This form enables school's to use one form for making two of the most common changes to students' records:

1. EDUCATION LEVEL (EL) VERIFICATION

2. GRANT DATA REVISIONS

Mail form to: **California Student Aid Commission, Grant Program Processing Section, P.O. Box 419028, Rancho Cordova, CA 95741-9028.**

Please read instructions on the reverse side before completing this form. Please print or type clearly.

I. STUDENT INFORMATION

1. Last name	First	MI	2. Date of birth (mo/day/yr)	3. Social security number
				<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4. For the award year indicated above, this student is a (check one): <input type="checkbox"/> New recipient <input type="checkbox"/> Renewal recipient				

II. EDUCATIONAL LEVEL VERIFICATION

5. ☐ The above student's initial grant payment was or is to be made at this institution. At the time of this initial grant payment the student's educational level (EL) was _____ (1= Freshman, 2= Sophomore, 3 = Junior, 4 = Senior). Note: A change for a new recipient who qualified for an award as a freshman will result in a withdrawal from the program if the student does not meet the criteria at the corrected EL. (The Grade Point Average minimum of EL2 and EL3 is higher than that for EL1).

III. GRANT DATA REVISION (only report changes which will affect a student's grant eligibility)

6. ☐ Renewal recipients — Unmet need (enter ONLY data recognized by you in establishing campus calculated financial need)

\$ _____ .00

Complete this section ONLY if the student is a new recipient.

■ New Recipient Data

7. ☐ **Dependency Status Override:** My institution has determined that the student should be considered independent for purposes of establishing federal and campus financial aid eligibility despite not otherwise qualifying as an independent student. (Appropriate financial information must be provided below.)
8. **Dependency status (check one)**
- ☐ Dependent
- ☐ Independent with dependents other than a spouse
- ☐ Independent without dependents other than a spouse
9. **Estimated Family Contribution (EFC) Formula Calculation (check one)**
- ☐ Automatic zero
- ☐ EFC Simplified
- ☐ Regular

	Parents	Student (and Spouse)
10. Number of family members	13. Marital status	16. Marital status
11. EFC \$ _____ .00	14. Total income \$ _____ .00	17. Total income \$ _____ .00
12. Unmet need \$ _____ .00	15. Adjusted net worth (assets) \$ _____ .00	18. Adjusted net worth (assets) \$ _____ .00

19. Reason for new recipient data changes: _____

IV. SCHOOL CERTIFICATION (must be completed by school for all students)

The information reported on this form is consistent with the data used to establish the student's eligibility for Federal Title IV aid and institutional funds. The institution certifies that the appropriate documentation substantiating these changes is maintained by the institution as part of the student's financial aid record. I understand that data revision requests will not be reviewed until award decisions have been calculated.

The information reported above is true and correct to the best of my knowledge.

20. Name of school	21. United States Department of Education school code	22. Date
23. Name and title of school official completing this form	24. Signature of school official completing this form ▶	25. Phone number ()

Instructions for Completing Grant Record Change Form for Schools

All numbered sections on this form must be completed as indicated below. Please type or print clearly. Remember to complete award year in the box indicated.

Section I: Student Information

1. Enter the student's name (last, first, middle initial).
2. Enter the student's date of birth (month, day, year).
3. Enter the student's social security number.
4. Check "New recipient" if the student did NOT receive a Cal Grant for the previous award year. Check "renewal recipient" if the student received a Cal Grant for the previous award year.

Section II: Education Level Verification

Question 5 is to be completed to report a student's education level (EL), when the school is unable to report information on the EL Verification Roster.

5. Check this box and indicate the correct level in the space provided to verify student's EL at the time of initial grant payment.

Note: A change for a new recipient who qualified for an award as a freshman will result in a withdrawal from the program if the student does not meet the criteria at the correct EL. (The grade point average minimum of EL2 and EL3 is higher than EL1).

Section III: Grant Data Revision

Question 6 is to be completed to report revisions to the unmet need of renewal recipients whose need figures were previously reported on the Grant Roster. Changes which will reduce a student's award must be made throughout the award year. Schools may submit revisions anytime during the award year for changes which increase grant amounts for renewal recipients; however, increases will only be provided to the extent that funds are available.

6. For renewal recipients enter the unmet need for the entire award year.

Questions 7-19 MUST only be completed for new recipients.

7. Check this box if a financial aid administrator used professional judgement in compliance with federal regulations to change a student's dependency status.
8. Check the correct dependency status. This MUST be the same dependency status used to award all aid.
9. Automatic Zero: Check this box if the automatic zero federal methodology was used to calculate the EFC. Check this box if the dependent student's parents' or the independent student's adjusted gross income is less than or equal to the maximum amount of income that may be earned in order to claim the maximum earned income credit, and the parents of a dependent student or the independent student did not file and were not required to file Internal Revenue Service's Form 1040.
EFC Simplified: Check this box if the simplified federal methodology was used to calculate EFC.
Regular: Check this box if the regular federal methodology was used to calculate EFC.
10. List the number of family members.
11. Enter the EFC. Do NOT include financial aid awards.
12. Provide the unmet need for the student for the full academic year. Unmet need should be calculated using information on the College Costs Estimate Sheet submitted to the California Student Aid Commission (Commission).
13. Provide marital status; single, married, divorced or separated.
14. Provide the total income, using data at your school consistent to establish the student's financial aid.
15. Provide the adjusted net worth which includes all assets, consistent with the data used to establish the student's financial aid.
- 16-18. See instructions 13-15.
19. A brief explanation of the reasons for changes and professional judgement decisions must be provided in the space indicated.

Section IV: School Certification (must be completed by school for all students)

20. Enter school name. Do not abbreviate.
21. Enter the assigned six- or eight-digit code for your institution. This code is provided by the U.S. Department of Education.
22. Enter the date this form was completed.
23. Provide the name and title of the school official completing this form.
24. The school official completing this form MUST sign the change request.
25. Enter the telephone number, including area code, of the school official who can answer questions regarding this information.

The Commission will process the G-21 Form and any resulting changes will be reported to your school through the Grant Roster. The Commission will not be returning a copy of the G-21 form to the school. The Grant Roster will explain the actions taken. A copy of the G-21 form should be retained for your records. Awards amounts are subject to state budget appropriations for the award year.

Request for Cal Grant Fifth Year Benefits

Mail to: California Student Aid Commission, Grant Programs Operations, P.O. Box 419028, Rancho Cordova, CA 95741-9028



Name:

Social security number:

Complete this form if you are enrolled in a mandatory five-year undergraduate program and are requesting additional Cal Grant A or B benefits. A mandatory five-year program is an undergraduate program **which requires all participants to complete more than four years of undergraduate study to obtain their degree.** Payment of your grant is subject to your institution verifying that you are enrolled in an eligible fifth year program. A list of eligible institutions and programs is on the reverse side of this form. If your course of study or institution is not listed, you must contact your campus registrar to request that they provide a letter verifying that the program in which you are enrolled is a mandatory five-year program. Please attach the letter to this form and return it to the California Student Aid Commission at the address above.

Last name

First name

Middle name

Social security number

Street address

City

State

Zip code

Is this an address change from what you previously reported? (check one) ☐ Yes ☐ No

I am currently a recipient of: ☐ Cal Grant A ☐ Cal Grant B

I am enrolled in: _____
Course of study

I attend: _____
School name City

Is this a change from your previous school? ☐ Yes ☐ No

When do you expect your fifth year to begin? For example: Spring 2001-2002

Circle One: Fall Winter Spring Summer Academic year: _____

I certify that I understand my institution must verify that I am enrolled in an eligible fifth year program in order to receive additional Cal Grant A or B benefits. I understand that if I accept Cal Grant funds and my institution does not verify that I am enrolled in an eligible fifth year program, I will be required to repay the funds I have received.

Student's signature

Telephone number

Date



() -

(over)

Five-Year Programs

Art Center of Design

Biola University — Nursing, Music, Biological Science

Brooks Institute of Photo Art Science

California College of Arts and Crafts — Architecture

California Institute of Technology — 3-2 Program in Engineering (with Occidental College)

California State University, Northridge — Chemistry, Computer Science, Engineering, Environmental Science,
Health Services, Music

California State University, Pomona (Polytechnic) — Architecture

California State University, San Bernardino — Nursing

California State University, San Jose — Occupational Therapy

California State University, San Luis Obispo (Polytechnic) — Architecture, Landscape Architecture

California State University, Sonoma — Nursing

DeVry Institute — Computer Information Systems, Electronic Engineering Technology

Harvey Mudd College — 3-2 Program in Management Engineering (with Claremont McKenna College)

Hope International University — Children's Ministry with waiver

La Sierra University — Music Education

Loma Linda University — Dental Hygiene, Dietetics, Occupational Therapy, Physical Therapy

New School of Architecture

Occidental College — 3-2 Program in Liberal Arts (with California Institute of Technology)

Southern California Institute of Architecture

Trinity Life Bible College — Music Ministry

University of California, Berkeley — 3-2 Program in Engineering (with University of California, Santa Cruz)

University of California, Riverside — Bio-Medical Sciences

University of California, Santa Barbara — 3-2 Engineering (with Claremont McKenna College), Chemistry

University of California, San Diego — Engineering

University of Pacific — Engineering, Pharmacy

University of San Diego — Electrical Engineering

University of San Francisco — Architecture

University of Southern California — Architecture

Woodbury University — Architecture: Weekend College

Request for Cal Grant Teaching Credential Program Benefits

Mail to: California Student Aid Commission, Attn: Grant Programs Processing Section,
P.O. Box 419028, Rancho Cordova, CA 95741-9028



Cal Grant A and B recipients who plan to enroll in a teaching credential program (TCP) may be eligible to renew their Cal Grant award for an additional year. The additional year of payment is provided to students who are seeking an initial teaching credential and cannot be used for other graduate level courses of study.

Who is Eligible to Apply?

Cal Grant A and B recipients who:

- Have received a Bachelor's degree.
- Are accepted and enrolled in a professional teacher preparation program at a California Commission on Teacher Credentialing approved institution within 15 months of the end of the term for which the recipient last received a Cal Grant payment.
- Have not received or submitted an application for a Preliminary Teaching Credential.
- Have not received an initial teaching credential.
- Maintain financial need for a Cal Grant renewal.

When to Apply?

Eligible recipients should apply for TCP benefits as soon as possible after receiving their bachelor's degree and after being formally accepted into teaching credential program at and eligible institution.

How to Apply?

Eligible students are required to file both a Free Application for Federal Student Aid (FAFSA), for the academic year for which you wish to receive benefits, and this Request for Cal Grant TCP Benefits (G-44).

Policies and Procedures

The policies which apply to students receiving Cal Grant TCP Benefits include:

- Recipients must reactivate their Cal Grant benefits within 15 months of the end of the term for which they last received payment. Leaves of absence from the TCP will not be approved if they result in the recipient exceeding the 15 month grace period.
- Failure to notify the California Student Aid Commission (Commission) of change to school attendance, less than half-time status, name, address or phone number may cause the award to be withdrawn.
- The college will be required to confirm eligibility for these additional benefits.
- Students who have never been a Cal Grant recipient or who have been out of the program for over 15 months, should apply for the Cal Grant T Program instead.

Section I: Student Demographic Information—Please complete this section.

Last name	First name	Middle name	Social security number
Street address	City	State	Zip code

Is this an address change from what you previously reported for Cal Grant purposes? ☐ Yes ☐ No

Section II: Enrollment Information

Have you received a bachelor's degree? (check one): ☐ Yes—Receipt date of bachelor's degree _____
☐ No—If no, when do you expect to receive it? _____

I am/was a recipient of a (check one): ☐ Cal Grant A ☐ Cal Grant B

Section III: Credentials—This section MUST be completed.

I currently hold or expect to receive the following credentials. Mark none by any appropriate credential that you do not currently hold or expect to receive.

Note: An emergency permit or valid internship position will not disqualify you from consideration into the TCP.

Preliminary credential	Date applied/will apply for	Date received/will receive
Clear credential	Date received/will receive	
Emergency permit	Date received/will receive	
Other credential(s) (list type)	Date received/will receive	

I have **been formally accepted into a TCP** on ____/____/____ at _____ (School name)

Is this a change from your previous school? (check one): ☐ Yes ☐ No

I will enroll beginning: ____/____/____ Term: _____

I request Cal Grant benefits to start: ____/____/____

I understand that to qualify for additional Cal Grant eligibility, I must receive a bachelor's degree prior to reactivating my award through acceptance and enrollment in a TCP at an institution approved by the California Commission on Teacher Credentialing. Failure to reactivate my award within 15 months of receiving a bachelor's degree or exhausting Cal Grant benefits (whichever occurs first) will result in forfeiture of additional Cal Grant benefits. Any Cal Grant benefits I receive will be applied to only those courses necessary to obtain my initial teaching credential. Finally, I understand I must file a FAFSA for any academic year in which additional Cal Grant benefits will be sought.

Student's signature	Telephone number	Date
▶	()	

Degree received/Cal Grant benefits exhausted (whichever occurs first)		Cal Grant Recipient/15 Month Activation Chart Must enroll in a teaching program prior to or during:		Required to file by Cal Grant deadline for:
January	2000	April	2001	2000-2001 Academic Year
February	2000	May	2001	2000-2001 Academic Year
March	2000	June	2001	2001-2002 Academic Year
April	2000	July	2001	2001-2002 Academic Year
May	2000	August	2001	2001-2002 Academic Year
June	2000	September	2001	2001-2002 Academic Year
July	2000	October	2001	2001-2002 Academic Year
August	2000	November	2001	2001-2002 Academic Year
September	2000	December	2001	2001-2002 Academic Year
October	2000	January	2002	2001-2002 Academic Year
November	2000	February	2002	2001-2002 Academic Year
December	2000	March	2002	2001-2002 Academic Year
January	2001	April	2002	2001-2002 Academic Year
February	2001	May	2002	2001-2002 Academic Year
March	2001	June	2002	2002-2003 Academic Year
April	2001	July	2002	2002-2003 Academic Year
May	2001	August	2002	2002-2003 Academic Year
June	2001	September	2002	2002-2003 Academic Year
July	2001	October	2002	2002-2003 Academic Year
August	2001	November	2002	2002-2003 Academic Year
September	2001	December	2002	2002-2003 Academic Year
October	2001	January	2003	2002-2003 Academic Year
November	2001	February	2003	2002-2003 Academic Year
December	2001	March	2003	2002-2003 Academic Year
January	2002	April	2003	2002-2003 Academic Year
February	2002	May	2003	2002-2003 Academic Year
March	2002	June	2003	2003-2004 Academic Year
April	2002	July	2003	2003-2004 Academic Year
May	2002	August	2003	2003-2004 Academic Year
June	2002	September	2003	2003-2004 Academic Year
July	2002	October	2003	2003-2004 Academic Year
August	2002	November	2003	2003-2004 Academic Year
September	2002	December	2003	2003-2004 Academic Year
October	2002	January	2004	2003-2004 Academic Year
November	2002	February	2004	2003-2004 Academic Year
December	2002	March	2004	2003-2004 Academic Year

The month in which benefits are exhausted is determined by the final Cal Grant payment made for the student.

*Tuition/Fee Benefits — The last month included in the term for which you received your final tuition/fee payment.

*Subsistence Benefits — The last month for which you received a subsistence payment.

For additional information you may call 1 (888) 224-7268 or write to the California Student Aid Commission, Grant Programs Processing Section, P.O. Box 419028, Rancho Cordova, CA 95741-9028. Our e-mail address is custsvcs@csac.ca.gov

List of Eligible Colleges and Universities Offering Programs Approved by the Commission on Teaching Credentialing			
Private College and Universities		University of California	California State University
Antioch University Santa Barbara	New College of California	Berkeley	Bakersfield
Antioch University Southern California	Occidental College	Davis	Chico
Azuza Pacific University	Pacific Oaks College	Irvine	Dominguez Hills
Bethany Bible College	Pacific Union College	Los Angeles	Fresno
Biola University	Patten College	Riverside	Fullerton
California Baptist College	Pepperdine University — Malibu	San Diego	Hayward
California Lutheran University	Point Loma Nazarene College	Santa Barbara	Humboldt
Chapman College	St. Mary's College	Santa Cruz	Long Beach
Christian Heritage	Santa Clara University		Los Angeles
College of Notre Dame	Simpson College		Monterey Bay
Concordia University, Irvine	Stanford University		Northridge
Dominican College	The Masters College		Pomona
Fresno Pacific College	U.S. International University		Sacramento
Holy Names College	University of La Verne		San Bernardino
Hope International	University of the Pacific		San Diego
JFK University	University of Redlands		San Francisco
La Sierra University	University of San Diego		San Jose
Loyola Marymount University	University of San Francisco		San Luis Obispo
Mills College	University of Southern California		San Marcos
Mount St. Mary's College	Vanguard University		Sonoma
National Hispanic University	Westmont College		Stanislaus
National University	Whittier College		

Grant Delivery System (GDS) - WebGrants

Information Security and Confidentiality Agreement



A signed GDS - WebGrants Information Security and Confidentiality Agreement is required by the California Student Aid Commission (the Commission) from any post-secondary educational institution accessing the GDS - WebGrants.

I. Institution Section	
Primary Institution Name and Address	Primary Institution USED ID Code ____ _ - ____ _
Additional Institution Names (If the Authorized Official and System Administrator(s) are different at each institution, a separate Agreement must be completed.)	Additional Institutions USED ID Codes ____ _ - ____ _ ____ _ - ____ _

The institution(s) shown above agrees to comply with the following requirements as a condition of accessing the GDS - WebGrants of the California Student Aid Commission (the Commission):

1. Passwords and user identification numbers (IDs) are to be treated as confidential information. Employees of the institution shall not share passwords and IDs.
2. An Authorized Official (AO) of the institution will designate no more than two individuals as the institution's System Administrator. The System Administrator(s) will be granted the authority and responsibility to create or disable individual user accounts for that institution's staff access to the GDS - WebGrants. The Authorized Official will not have System Administrator's authority and responsibility.
3. Computerized files created pursuant to this agreement include confidential information. These files and the data contained within these computerized files will be maintained by the Commission consistent with federal and state privacy laws, and must be treated with the utmost confidentiality by all parties.
4. The institution shall take all reasonable precautions to protect the data in the system from unauthorized access, change or destruction. Data shall not be altered, destroyed, copied, uploaded, or downloaded from the system except as authorized in the approved External User Access Request forms.
5. The Commission reserves the right to revoke access to the GDS - WebGrants to any institution or individual staff member without notice.
6. Within five (5) working days of notice, the System Administrator will disable the password and ID of any employee whose change in employment status or duties no longer requires access to the GDS - WebGrants. Documentation of this action shall remain at the school.
7. The institution shall complete a new Agreement should the Authorized Official or System Administrator(s) leave the institution. The new Agreement must be filed no later than 5 days after a new Authorized Official or System Administrator(s) is appointed.
8. The institution will comply with all federal and California information security and confidentiality laws, including the Comprehensive Computer Data Access and Fraud Act (California Penal Code Section 502), Federal Privacy Act, and the Commission's security and confidentiality policies and procedures.
9. The institution will maintain a historical record that identifies to the Commission or its representative, the identification of the individual(s) who create or update GDS Web Grant transactions.
10. To the extent authorized by law and caused by the negligence or intentional misconduct of itself, its employees or agents, the institution will accept liability for any direct or consequential damages to the Commission and the GDS database.
11. The institution will ensure that information transmitted electronically or otherwise to the Commission has been examined and is complete and accurate to the best of its knowledge.

<i>I, the undersigned, certify that I am, as named in this agreement, an official of the institution and am authorized to act on its behalf. I have read and understand this agreement and certify the institution will comply with the requirements stated herein. As the institution's Authorized Official (AO), I hereby designate the individual identified below as this institution's System Administrator(s).</i>		
Signature - Institution's Authorized Official (AO)	Print Name / Title	Date
E-Mail Address	Phone Number	Fax Number
<i>I, the undersigned, certify that I am, as named in this agreement, the System Administrator(s). I have read and understand this agreement and certify that I will comply with the requirements stated herein.</i>		
Signature - System Administrator 1 (SA)	Print name / Title	Date
E-Mail Address	Phone Number	Fax Number
Signature - System Administrator 2 (SA)	Print name / Title	Date
E-Mail Address	Phone Number	Fax Number

Grant Delivery System (GDS) - WebGrants

Information Security and Confidentiality Agreement

Policy

The California Student Aid Commission (the Commission) and the post-secondary educational institution have a joint responsibility to protect the integrity and confidentiality of the data in the Commission's database. This is vital to the privacy of individual students. The GDS - WebGrants must be maintained in a legal and ethical manner.

Article 1, Section 1, of the Constitution of the State of California defines pursuing and obtaining privacy as an inalienable right.

The institution must:

- A. Identify at least two authorized individuals at the institution, one who is the Authorized Official and one who will act as System Administrator. You may identify up to two System Administrators. The System Administrator is to be designated by the Authorized Official. The System Administrator will have the authority and ability to add or disable individual users at the institution campus; the Authorized Official will not.
- B. Complete, sign and submit an Information Security and Confidentiality Agreement and a System Administrator's Access Request Form(s). All forms must be approved by the Commission prior to the institution gaining access to the GDS - WebGrants.
- C. Notify the Commission in writing within five (5) working days if the identity of the System Administrator(s) or Authorized Official changes. If a new Authorized Official is appointed: A new Agreement must be completed immediately and submitted to the Commission. If a new System Administrator(s) is designated: A new Agreement designating the new AO and a new System Administrator's Access Request Form must be completed immediately and submitted to the Commission.
- D. Establish administrative, technical and physical safeguards to protect the security and confidentiality of records, data and system access.
- E. Within five (5) working days, disable the account of any individual who ceases employment or whose change in employment status or duties no longer requires access to the GDS - WebGrants.
- F. Notify the Commission immediately of any security or confidentiality violation(s) by contacting the Commission's ITS Help Desk at 888.294.0148, Monday-Friday, 8:00am - 5:00pm PST.
- G. Establish training programs for institution employees regarding information security and confidentiality.
- H. Retain a copy of the Information Security and Confidentiality Agreement and a copy of all past / current System Administrator's Access Request Forms. Institutions are responsible for maintaining the names of all additional system users at their campus.

Definitions:

Commission:	California Student Aid Commission.
Authorized Official:	Individual authorized by the institution to execute the Information Security and Confidentiality Agreement on behalf of the institution.
System Administrator:	Individual designated by the Authorized Official to be responsible for implementing procedures and ensuring adherence to all information security/confidentiality policies stated herein. The institution may use their existing ISO or they may designate a Financial Aid Office employee to act as the SA for purposes of the Commission's Grant Delivery System - WebGrants. Each institution may designate two System Administrators.
Confidential Information:	Information that identifies or describes an individual including, but not limited to, his or her name, social security number, physical description, home address and telephone number, education, financial matters, medical or employment history, including statements made by or attributed to the individual.

Mail forms to:

California Student Aid Commission
Information Technology Services Division
Attn: CSAC HELPDESK
P.O. Box 419026
Rancho Cordova, CA 95741-9026

Retain a copy of this completed form.

FOR COMMISSION USE ONLY.

Date Received: _____	Date Updated: _____
Help Desk Review: _____	Date: _____
ISO Approval: _____	Date: _____

Grant Delivery System (GDS) - WebGrants System Administrator's Access Request Form



A signed GDS - WebGrants Information Security and Confidentiality Agreement must be received and approved by the California Student Aid Commission prior to gaining access to the GDS - WebGrants. **All fields are required to obtain a System Administrator's (SA) User Id and Password.**

I. Institution Section	
Primary Institution Name and Address	Primary Institution USED ID Code ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____
Additional Institution Names (If the Authorized Official and System Administrator are different at each institution, a separate Agreement must be completed.)	Additional Institutions USED ID Codes ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

II. Personal Information Section (to be completed by person requesting access)		
Name (Last, First, Middle Initial)	Mailing Address of SA (if other than address listed above)	
Special Identifier (Check only one; limited to nine alpha-numeric characters) <input type="checkbox"/> SSN <input type="checkbox"/> Pet's name <input type="checkbox"/> Mother's maiden name <input type="checkbox"/> Other _____		
I certify that I have received and reviewed all security and confidentiality policies pertaining to the use of the Commission's GDS - WebGrants.		
Signature	Title	Date
_____	_____	_____
Email Address	Telephone Number (____) ____ - ____ - ____ - ____ - ____ - ____	Fax Number (____) ____ - ____ - ____ - ____ - ____ - ____

III. Access Request and Institution Certification Section (to be completed by Authorized Official - AO) (Note: The Institution's AO and SA may not be the same individual.)			
Date Request Submitted		Effective Date Requested	
New <input type="checkbox"/>	Change <input type="checkbox"/>	Delete <input type="checkbox"/>	User ID
I certify that I have designated the above named employee as GDS – WebGrants System Administrator and that I have reviewed all security and confidentiality policies pertaining to its use.			
Name of AO - print or type		Telephone Number (____) ____ - ____ - ____ - ____ - ____ - ____	
Title		Fax Number (____) ____ - ____ - ____ - ____ - ____ - ____	
Signature		Email Address _____	

How to fill out the System Administrator's Access Request Form

This form is required for the institution's System Administrator.
It is to be certified by the Authorized Official and returned to the Commission.

I. Institution Section: (All primary institution fields required)

- Fill in the institution's name, address, city, state, and USED ID code (including two-digit campus code). List all active USED ID codes that will be used at your institution. *(If the Authorized Official and System Administrator are different at each institution, a separate System Administrator's Request form must be completed.)*

II. Personal Information Section: (All fields required)

- Enter Last, First and Middle Initial of the System Administrator requesting access.
- Requesting System Administrator must enter a unique 9 maximum alpha-numeric character Special Identifier, which will be used by the Help Desk to verify the identification of the person needing access. Special Identifiers are limited to: your mother's maiden name, your pet's name, SSN or other.

NOTE: When calling the Help Desk for assistance, you must provide your Special Identifier to verify your identity. Passwords and IDs will NOT be released without this confirmation.

- The System Administrator must sign the form and certify that all security and confidentiality policies have been received and reviewed.

III. Access Request and Institution Certification Section:

- Provide the date the form was completed and the requested effective date for the addition or change.
- Check the appropriate box:
New access – Once approved and processed, the new ID will be mailed directly to the System Administrator. Secure passwords will be emailed to the System Administrator.
Change existing access.
Delete access.
For request types of **Change** and **Delete**, please provide the User ID that was issued by the Commission in the space provided.
- Enter the name, title, telephone number, facsimile number and e-mail address of the institution's Authorized Official verifying this request.
- The institution's Authorized Official **MUST** sign the form.

NOTE: The institution's Authorized Official and the person requesting System Administrator access may not be the same individual.

Mail originals to:
California Student Aid Commission
Information Technology Services Division
Attn: CSAC HelpDesk
P.O. Box 419026
Rancho Cordova, CA 95741-9026

Retain a copy of this completed form.

FOR COMMISSION USE ONLY.

Date Received: _____	Date Updated: _____
Help Desk Review: _____	Date: _____
ISO Approval: _____	Date: _____

Grant Delivery System (GDS) - WebGrants User Access Request Form



KEEP THIS FORM READILY ACCESSIBLE AT YOUR INSTITUTION; DO NOT RETURN TO THE COMMISSION.

I. Institution Section	
Primary Institution Name and Address	Primary Institution USED ID Code ____ - ____
Additional Institution Names <i>(Attach an additional sheet if more room is required.)</i>	Additional Institutions USED ID Codes ____ - ____ ____ - ____ ____ - ____ ____ - ____

II. Personal Information Section <i>(to be completed by person requesting access)</i>		
Name <i>(Last, First, Middle Initial)</i>		
Special Identifier <i>(Check only one; limited to nine alpha-numeric characters)</i> <input type="checkbox"/> SSN <input type="checkbox"/> Pet's name <input type="checkbox"/> Mother's maiden name <input type="checkbox"/> Other _____		
<i>I certify that I have received and reviewed all security and confidentiality policies pertaining to the use of the Commission's GDS - WebGrants.</i>		
Signature	Title	Date
 _____	 _____	 _____
Email Address	Telephone Number	Fax Number
_____	(____) ____ - ____	(____) ____ - ____

III. Access Request and Institution Certification Section <i>(to be completed by verifying System Administrator).</i>			
Date Request Submitted		Effective Date Requested	
New <input type="checkbox"/>	Change <input type="checkbox"/>	Delete <input type="checkbox"/>	User ID
<i>I certify that I am the System Administrator and that I have reviewed all security and confidentiality policies pertaining to the use of the Commission's GDS - WebGrants.</i>			
College GPA School Change simulator Online Roster Legacy WebGrants School Cost School Demographic Changes Student Demographic Changes Help Screen Enrollment disk upload	Inquiry _____ _____ _____ _____ _____ _____ _____ _____ _____	Update _____ _____ _____ _____ _____ _____ _____ _____ _____	None _____ _____ _____ _____ _____ _____ _____ _____ _____
Signature of System Administrator		Name of System Administrator-print or type	
_____		_____	
Date		_____	

How to fill out the User Access Request Form

A separate form should be filled out for each individual user requesting access and all forms will remain on file at the institution.

I. Institution Section: (All primary institution fields required)

- Fill in the institution's name, and USED ID code (including two-digit campus code). List all active USED ID codes that will be used at your institution (*attach an additional sheet if needed*).

II. Personal Information Section: (All fields required)

- Enter Last, First and Middle Initial of the user requesting access.
- Requesting user must enter a unique 9 alpha-numeric character **Special Identifier**, which can be used to verify the identification of the person needing access. Special Identifiers are limited to: your mother's maiden name, your pet's name, SSN or other.
- Each user must sign the form and certify that all security and confidentiality policies have been received and reviewed.

III. Access Request and Institution Certification Section:

- Provide the date the form was completed and the requested effective date for the addition or change.
- Check the appropriate box:
New access
Change existing access
Delete access
- Check the appropriate access box for each function available: I = Inquiry only
U = Update capability
N = no access (user will not see these options during their sessions)
- Enter the name, title, phone number, and fax number and e-mail address of the institution's System Administrator.
- The institution's System Administrator **MUST** sign the form.

**Retain each individual's completed form at the institution.
Do not return these forms to the Commission.**



References



Cal Grant Program Comparison	R1
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GOM 2003-07: Revised Renewal Procedure	R2
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GOM 2003-05: Clarification...IPA	R3
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GPB 2003-01: Leave of Absence	R4
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GSA 2003-08: School Changes	R5
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2004-05 Income & Asset Ceilings (<i>proposed</i>)	R6
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2004-05 Student Budget (<i>proposed</i>)	R7
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File Layout: Award Status Extract	R8
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File Layout: Enrollment Status Upload	R9
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File Layout: GPA Upload	R10
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2004-05 Competitive Scoring Matrices	R11
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Cal Grant Application Appeals Process	R12
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WebGrants Adjustment Reason Codes	R13
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CAL GRANT PROGRAM COMPARISON

GENERAL ELIGIBILITY REQUIREMENTS			
GRANT CRITERIA	CAL GRANT A	CAL GRANT B	CAL GRANT C
General student eligibility:	Must: <ul style="list-style-type: none"> • Be a California resident • Be a U.S. citizen or eligible non-citizen • Meet U.S. Selective Service requirements • Attend an eligible California college or university in 2004-05 • Maintain at least half-time enrollment • Maintain satisfactory academic progress as defined at school of attendance • NOT be in default on any federal or state educational loan or owe a grant refund 		
Eligibility based on:	Financial need, income and asset ceilings, and GPA; cannot have completed a prior baccalaureate degree	Financial need, income and asset ceilings, and GPA; cannot have completed a prior baccalaureate degree	Financial need, income and asset ceilings, and GPA; Cal C Supplement; cannot have completed a prior baccalaureate degree
Application forms:	FAFSA, GPA Verification Form	FAFSA, GPA Verification Form	FAFSA, GPA Verification Form
Additional forms:	None	None	Cal C Supplement
Minimum program length:	Two academic years	One academic year	Four months
Eligibility time limit:	Eligible until completion of baccalaureate degree or completion of equivalent of four years full-time study (Exception: teacher credential or mandatory five-year programs)	Eligible until completion of baccalaureate degree or completion of equivalent of four years full-time study (Exception: teacher credential or mandatory five-year programs)	Eligibility limited to two years regardless of length of vocational program.
Minimum need for new recipients:	Maximum program award amount plus \$1,500	\$700	Maximum program award amount plus \$1,500
Type of assistance:	Tuition/fee assistance only	Only access costs in first year; tuition/fee and access costs thereafter	Tuition/fee and training costs (books and supplies)
These were the new recipient annual award amounts for 2003-04:	CSU.....\$2,046 UC.....\$4,984 Ind/Prop\$9,708* (*Not to exceed actual tuition charged)	In first year, student receives only access costs of \$1,551; in subsequent years, student receives access payment as well as tuition/fees in the same amounts as Cal Grant A	Up to \$2,592 tuition/fees; \$576 training-related costs
Special award category:	<u>California Community College Reserve:</u> Eligible students attending a CCC have their Cal Grant As placed in "reserve status" until they attend a four-year college or university	2% of new recipients are eligible for both access costs and tuition/fees in the first year	None
Renewal process:	File a FAFSA to determine continued financial need and make satisfactory academic progress	File a FAFSA to determine continued financial need and make satisfactory academic progress	Grant is awarded for the length of the program, up to two years, as long as student maintains satisfactory academic progress

For each program listed below, a student must meet all General Eligibility Requirements plus those applicable to his/her group.

ENTITLEMENT REQUIREMENTS (Must be California resident at time of high school graduation)				
		CAL GRANT A	CAL GRANT B	CALIFORNIA COMMUNITY COLLEGE TRANSFER
2004-05	Application deadline:	March 2, 2004	March 2, 2004	March 2, 2004
	Population served:	2002-03 and 2003-04 high school graduates with minimum high school GPA of 3.00.	2002-03 and 2003-04 high school graduates with minimum high school GPA of 2.00.	Eligible to receive Cal Grant A or Cal Grant B; must be 2000-01 or later high school graduate with minimum community college GPA of 2.40 <u>and</u> eligible to transfer to a qualifying institution offering a baccalaureate degree; must be under the age of 24 by December 31 of award year
	Number of new awards:	All eligible	All eligible	All eligible
2005-06	Application deadline:	March 2, 2005	March 2, 2005	March 2, 2005
	Population served:	2002-03 and 2003-04 high school graduates with minimum high school GPA of 3.00.	2003-04 and 2004-05 high school graduates with minimum high school GPA of 2.00.	Eligible to receive Cal Grant A or Cal Grant B; must be 2000-01 or later high school graduate with minimum community college GPA of 2.40 <u>and</u> eligible to transfer to a qualifying institution offering a baccalaureate degree; must be under the age of 24 by December 31 of award year
	Number of new awards:	All eligible	All eligible	All eligible
COMPETITIVE REQUIREMENTS (Limited number of awards)				
		CAL GRANT A	CAL GRANT B	
Application deadline:		First deadline: March 2, 2004 for students not receiving entitlement awards Second deadline: September 2, 2004 for community college students only		
Population served:		Students from low- and middle-income families	Students from disadvantaged and low-income families	
Selection criteria:		<u>Special consideration</u> given to disadvantaged students; factors to be considered include financial, educational, cultural, language, home, community, environmental, and other conditions that hamper a student's access to, and ability to persist in, postsecondary education programs <u>Additional consideration</u> given to students who: <ul style="list-style-type: none">• Are not recent high school graduates.• Are pursuing Cal Grant Bs and have reestablished their GPAs• Attended a disadvantaged high school• Continuing college students		
Number of new awards for 2004-05:		22,500 authorized awards: <ul style="list-style-type: none">• 50% for students meeting March 2, 2004 deadline• 50% for community college students meeting September 2, 2004 deadline		
OTHER AWARD REQUIREMENTS				
		CAL GRANT C		
Application deadline:		March 2, 2004		
Population served:		Vocationally-oriented students from low- and middle-income families		
Number of new awards for 2004-05:		7,705 funded		
Additional requirement:		None		

This document provides general guidelines for the new programs. For detailed legal descriptions, please refer to the California Education Code.



OPERATIONS MEMO

Update of the California Student Aid Commission

August 20, 2003

GOM 2003-07

TO: Financial Aid Administrators
FROM: *Jim Garcia*
Jim Garcia,
Chief, Grant Services Division
CONTACT: Grant Services Division
Phone: (916) 526-7590 or (888) 294-0153
Fax: (916) 526-8002
E-mail: custsvcs@csac.ca.gov

SUBJECT: Revised Renewal Procedure

The purpose of this memo is to inform schools of the Commission's revised procedure for renewing Cal Grant awards, as outlined in Policy Bulletin 2003-01.

In the past the Commission required that all academic terms for the previous year have a valid payment transaction prior to renewing a Cal Grant award. The new policy allows awards to be renewed as long as a minimum number of payment transactions have been reported. A "leave of absence" will not be required for the brief periods not covered by payment transactions nor is there a need to report a "leave from payment." The Commission's initial 2003-04 renewal process has been run, and a record number of awards were renewed.

The renewal process now produces two reports: the "Unable to Determine Renewal Eligibility" report, and the new "Students Renewed with Automatic Leave" report. The "Students Renewed With Automatic Leave" report lists all recipients who met the minimum renewal requirements but did not have a payment transaction for each term. This report will assist financial aid staff in finding students who may be eligible for additional payments or who have one or more terms of "automatic leave." Additional payments for 2002-03 terms should be reported by September 30, 2003.

Your school will continue to receive the paper "Unable to Determine Renewal Eligibility" report at this time. This report contains information on Cal Grant recipients who have indicated your school as their school of attendance and did not meet the minimum requirements for renewal. Schools should review this information and report any outstanding payment transactions or leaves of absence as soon as possible so that awards for these students can be renewed.

The "Students Renewed With Automatic Leave" and the "Unable to Determine Renewal Eligibility" reports are available through the Commission's WebGrants Data Transfer/File Download screen.



State of California
Gray Davis
Governor

For more information you may contact us at:
California Student Aid Commission, Grant Services Division
P.O. Box 419027, Rancho Cordova, CA 95741-9027 (916) 526-7592 Fax: (916) 526-8002
Website: www.csac.ca.gov email: custsvcs@csac.ca.gov

The Commission is developing a Question and Answer document to give examples of the new renewal policy. It will be available early in September on the Commission's Web site in the school training area. If you have questions regarding this information, please contact the Commission's Grant Operations staff at 1-888-294-0153.



OPERATIONS MEMO

Update of the California Student Aid Commission

June 18, 2003

GOM 2003-05

TO: Financial Aid Administrators

FROM: *Jim Garcia*
Jim Garcia,
Chief, Grant Services Division

CONTACT: Grant Services Division
Phone: (916) 526-7590 or (888) 294-0153
Fax: (916) 526-8002
E-mail: custsvcs@csac.ca.gov

SUBJECT: Clarification of Specific Articles in New Institutional Participation Agreement (IPA)

The Commission recently prepared a new agreement for schools wishing to continue participation in the Cal Grant program. The existing IPA expires June 30, 2003. The effective date of the new IPA is July 1, 2003, and it expires June 30, 2007. The new IPA incorporates legislative, operational and technical changes made since the last IPA in July 2000.

Some members of the financial aid community have expressed concerns about the new IPA and have requested clarification. The Grant Advisory Committee (GAC) discussed the following items at its May 29, 2003 meeting:

- **Verification of Eligibility:** Article IV(A) ("Verify the recipient meets all eligibility and program requirements and resolve any conflicting information before disbursing Cal Grant funds.")
 - *As with any federal, state, or any institutional program, funds should not be disbursed unless the student is eligible. As in the past, this requires an institution that has documentation on file that is contrary to the information the Commission used to offer an award to resolve and report conflicts to the Commission. At a minimum, the institution must maintain a current award year FAFSA record on file for each Cal Grant recipient.*
 - *An institution is not required to recalculate GPAs, document student files with high school graduation dates, or recalculate data that the Commission has already calculated to affirm a student's grant eligibility absent conflicting information in the institution's possession.*
- **Rescission of Instructions of Use of Grant Funds:** Article IV(C)(7) ("Establish and publish a policy that informs students of their options regarding receipt of Cal Grant funds and their subsequent ability to rescind their existing instructions at any time.")



State of California
Gray Davis
Governor

For more information you may contact us at:
California Student Aid Commission, Grant Services Division
P.O. Box 419027, Rancho Cordova, CA 95741-9027 (916) 526-7592 Fax: (916) 526-8002
Website: www.csac.ca.gov email: custsvcs@csac.ca.gov

- *Many schools ask students to authorize the school to apply Cal Grant B Access funds to their tuition/fees or other school accounts. This practice continues to be acceptable; the terms and conditions should be provided in writing to all students. Since the Commission is no longer requiring a positive “opt-in”, the student has the right to “rescind” the authorization at any time prior to the date that the fund transaction actually occurs.*
- *If a student rescinds the authorization after the school has applied the Access Grant to his or her tuition/fees or school account, the institution would no longer apply the Access Grant to tuition or fees in the **future** but does not have to refund disbursements made prior to any rescission.*
- **Overpayment/Refund of Cal Grant funds:** Article IV(D)(6) (“Recalculate, if a recipient withdraws, drops out or is expelled for a term for which a payment has been made, based upon the institution’s repayment policy, whether an overpayment has been made to the recipient and whether the recipient owes a repayment to the Commission.”)
 - *If a student’s enrollment status changes, the institution must review its institutional refund policy and make adjustments to a student’s Cal Grant award pursuant to its own refund or repayment policies. For example, if a school’s refund policy says that a student’s annual tuition/fees will be reduced by half of the original amount for a term of non-attendance, then the Commission will expect a comparable adjustment of the Cal Grant award that is designated for tuition/fees.*
 - *Cal Grant Access awards disbursed to students are not subject to this provision.*

The new IPA will be used by the Commission to determine institutional program compliance beginning with the 2003-04 award year. The previous IPA will be used to determine compliance for award years prior to 2003-04.

The Commission is in the process of developing a set of examples of how institutions fit Cal Grants into their refund procedures. The samples will come from several of the postsecondary education segments and will be available on the Commission’s web site. A notice will be posted on the Commission’s List Services when the document is complete and has been posted on the web site.

If you have additional questions, please contact Gloria Falcon at (916) 526-8238.



POLICY BULLETIN

Update of the California Student Aid Commission

August 20, 2003

GPB 2003-01

TO: Financial Aid Administrators
FROM: Sarah L. Tyson
Chief, Policy and Research Division

CONTACT: Policy and Research Division
Phone: (916) 526-7991
Fax: (916) 526-7998
Email: policy@csac.ca.gov

SUBJECT: Leave of Absence and Renewal Eligibility Policy Change

This policy bulletin provides information regarding a change to the minimum number of terms that must be accounted for to establish eligibility to renew a Cal Grant.

At the request of the Grant Advisory Committee, the California Student Aid Commission adopted a policy that allows Cal Grant recipients flexibility in managing their Cal Grant eligibility without exceeding their leave of absence allowance. This policy change was initially proposed to streamline Cal Grant processing for students enrolled year-round. As implemented, it significantly reduces the number of leave transactions that schools are required to report.

Effective with the 2003-04 renewal process, Cal Grant recipients must have a transaction (i.e., RP, RA, LA, etc.) posted for at least one term at a semester- or trimester-based school, or transactions for at least two terms at a quarter-based school, during the 2002-03 academic year to be eligible for renewal. The last term of the award year is always excluded from this calculation. This replaces the previous renewal policy that required recipients to have a valid transaction posted for all terms prior to being renewed for the next award year.

The Commission's basic Leave of Absence policy remains unchanged. Implementation of this policy eliminates the need to post a "Leave from Payment." For example, a student attending a semester institution who wishes to retain Cal Grant eligibility until attending a higher cost institution may be renewed by simply having one leave of absence posted for the year. The student will be considered to be on "automatic leave" for the other two terms of that award year. The Commission's Grant Delivery System will automatically calculate the student's eligibility for leave pursuant to this new policy. Because of this flexibility, the Commission no longer requires or processes leave from payment requests from students.

Further guidance on the implementation of this policy will be communicated through a Commission Operations Memo. For questions concerning this policy, please contact Gloria Falcon at 916-526-8238.



State of California
Gray Davis
Governor

For more information you may contact us at:
California Student Aid Commission, Policy & Communications Division
P.O. Box 419030, Rancho Cordova, CA 95741-9030 (916) 526-7991 Fax: (916) 526-7998
website: www.csac.ca.gov email: policy@csac.ca.gov



SPECIAL ALERT

Update of the California Student Aid Commission

June 19, 2003

GSA 2003-08

TO: Financial Aid Administrators

FROM: Jim Garcia, 
Chief, Grant Services Division

CONTACT: Grant Services Division
Phone: (916) 526-7590 or (888) 294-0153
Fax: (916) 526-8002
E-mail: custsvcs@csac.ca.gov

SUBJECT: Institution-Initiated School Changes

The Commission is pleased to announce that schools may add Cal Grant recipients to their roster using the WebGrants Roster screen following the June month-end cycle. The "SC" school change code will be the only option available for reporting a change.

Cal Grant payment transactions for the 2003-04 award year will not be processed until the Governor signs the new 2003-04 State Budget Act. Any payment transaction other than an "SC" transaction reported by schools prior to the enactment of the state budget will reject in the Grant Delivery System.

The Commission will post a notice to the WebGrants List Services on the date the school change is activated for the 2003-04 award year. If you have any questions, please contact the Commission's Grant Operations staff at 1-888-294-0153.



State of California
Gray Davis
Governor

For more information you may contact us at:
California Student Aid Commission, Grant Services Division
P.O. Box 419027, Rancho Cordova, CA 95741-9027 (916) 526-7592 Fax: (916) 526-8002
Website: www.csac.ca.gov email: custsvcs@csac.ca.gov

**CALIFORNIA STUDENT AID COMMISSION
PRELIMINARY 2004-2005 CAL GRANT PROGRAM INCOME CEILINGS**

	Cal Grant A, C, and T	Cal Grant B
Dependent students and Independent students with dependents other than a spouse		
Family size:		
Six or more	\$78,100	\$42,900
Five	\$72,400	\$39,700
Four	\$67,600	\$35,500
Three	\$62,200	\$31,900
Two	\$60,700	\$28,300
Independent students		
Single, no dependents	\$24,800	\$24,800
Married, no other dependents	\$28,300	\$28,300

2004-2005 CAL GRANT PROGRAM ASSET CEILINGS

	Cal Grant A, C, and T	Cal Grant B
Dependent students**	\$52,300	\$52,300
Independent students	\$24,900	\$24,900

(Base year: 2000-2001)

** These ceilings also apply to independent students with dependents other than a spouse.

Note: Per Chapter 403, Statutes of 2000, the Cal Grant program income and asset ceilings are to be adjusted annually using the change in the cost of living within the meaning of paragraph (1) of subdivision (e) of Section 8 of Article XIII B of the California Constitution:

SEC. 8. (e) (1) "Change in the cost of living" for the State, a school district, or a community college district means the percentage change in California per capita personal income from the preceding year.

TABLE 3
CALIFORNIA STUDENT AID COMMISSION
Proposed Nine-Month Student Expense Budgets
2004-2005 Academic Year

ALLOWANCE	WITH PARENTS	ON CAMPUS HOUSING	OFF CAMPUS HOUSING
TUITION AND FEES¹	ACTUAL INSTITUTIONAL CHARGES		
BOOKS AND SUPPLIES²	\$1,260 PER ACADEMIC YEAR		
FOOD³ Per Month: Per Year:	\$ 360 / MO \$ 3,240 / YR	ACTUAL INSTITUTIONAL CHARGES ⁴	\$ 276 / MO \$ 2,484 / YR
HOUSING⁵ Per Month: Per Year:			\$ 650 / MO \$ 5,850 / YR
TRANSPORTATION⁶ Per Month: Per Year:	\$ 96 / MO \$ 864 / YR	\$ 68 / MO \$ 612 / YR	\$ 110 / MO \$ 990 / YR
PERSONAL / MISC⁷ Per Month: Per Year:	\$ 246 / MO \$ 2,214 / YR	\$ 202 / MO \$ 1,818 / YR	\$ 246 / MO \$ 2,214 / YR
CHILD / DEPENDENT CARE	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT, DEPENDING UPON AGE AND NUMBER OF CHILDREN		
LOAN FEES	FOR STUDENT LOAN BORROWERS, ACTUAL OR AVERAGE LOAN ORIGATION AND INSURANCE FEES		
TOTAL , Excluding Allowances based on actual institutional charges Per Month: Per Year:	\$ 842 / MO \$ 7,578 / YR	\$ 410 / MO \$ 3,690 / YR	\$ 1,422 / MO \$ 12,798 / YR

¹ Includes all mandatory fees.

² The breakdown for this category is as follows: books (\$729), educational supplies (\$189), course material fees (\$99), and computer-related expenses (\$243), excluding the costs associated with the purchase of a personal computer.

³ Includes food, snacks, meals on campus, household supplies.

⁴ If contract is for less than nine months, adjustments may be made at the rate of \$276/month or fraction thereof.

⁵ Includes dorm charges, rent, and utilities.

⁶ Includes travel to and from parent's residence and transportation costs to and from classes and work. (e.g., bus fare, gasoline, tolls, parking.)

⁷ Includes clothing, laundry and dry-cleaning, personal care, gifts, recreation, medical etc.

NOTE: The expense budgets shown on this table are based upon average expenses reported by students at the University of California, California State University, and California independent institutions, California Community Colleges, and private career schools in the 2000-2001 Student Expenses and Resources Survey (SEARS), adjusted for four years of inflation.

Upload File – Header (first line)

Field Name	Length	Description	Sample Values	Position
Transaction Code	4	The award status extract data file will be identified by a transaction code of ASTX	ASTX	1-4
Data Media	2	04: Electronic Submission 05: Floppy (3.5") 06: NJE 07: ASYNC	05 04	5-6
Filler	6	Blank Spaces		7-12
Institution Identification	8	USED school code	00131200 00247800	13-20
Filler	1	Blank Space		21
Institution Name	32	School Name	UC Davis	22-53
Batch Processing Data	8	File creation timestamp	20040803	54-61
Academic Year	4	Academic Year	2004	62-65
Record Count	5	This count should match the number of detail records that follow the header.	234	66-70

Upload File – Detail (second line and below)

Field Name	Length	Sample Values	Position
Social Security Number	9	123456789	1-9

Award Status Extract

Data File Layout Specifications

Download File – Not Awarded

Field Name	Length	Sample Values	Position
Social Security Number	9	123456789	1-9

Download File - Awarded

Field Name	Length	Sample Values	Position
Social Security Number	9	123456789	1-9
Last Name	19	Potter	10-28
First Name	12	Harry	29-40
Middle Initial	1	J	41-41
Date of Birth	8	20021125 YYYYMMDD	42-49
New or Renewal	1	N, R	50-50
Grant ID Number	9	C01077491	51-59
Education Level	1	2	60-60
Remaining Eligibility	6	325	61-66
Program Type	1	A, B, C	67-67
Total Award Amount	5	12345	68-72
Tuition & Fees	5	T/F	73-77
Tuition and Fee Award Amounts	5	12345	78-82
Books/Supplies	5	B/S	83-87
Books/Supplies Award Amount	5	12345	88-92
Access	5	ACSS	93-97
Access Award Amount	5	12345	98-102

Upload File – Header (first line)

Field Name	Length	Description	Sample Values	Position
Transaction Code	4	The C2 enrollment data file be identified by a transaction code of EHND	EHND	1-4
Data Media	2	09: Data Transfer Facility	09	5-6
Filler	6	Blank Spaces		7-12
Institution Identification	8	USED school code	00131200 00247800	13-20
Filler	1	Blank Space		21
Institution Name	32	School Name	UC Davis	22-53
Batch Processing Data	8	File creation timestamp	20040901	54-61
Academic Year	4	Academic Year	2004	62-65
Record Count	5	This count should match the number of detail records that follow the header.	234	66-70

Upload File – Detail (second line and down)

Field Name	Length	Description	Sample Values	Position
Social Security Number	9	Represents each student's 9-digit SSN (do not include dashes). SSNs beginning with three zeros (000) or with a 9, are not valid SSNs for financial aid purposes and will be rejected.	123456789	1-9

Upload File

Field Name	Length	Description	Sample Values	Position
Social Security Number	9	Represents each student's 9-digit SSN (do not include dashes). SSNs beginning with three zeros (000) or with a 9, are not valid SSNs for financial aid purposes and will be rejected.	123456789	1-9
Filler	1	Blank Space		10
GPA	3	Calculated to two decimal places and do not include a decimal point, Two-digit GPAs and GPAs greater than 400 will be rejected.	395	11-13
Filler	1	Blank Space		14
School Code	6	Colleges use their USED OPE-ID code	131300	15-20
Filler	1	Blank Space		21
High School	1	Is this GPA based on high school course work? Y - Yes N - No	N	22
Filler	1	Blank Space		23
High School Graduation Date	6	Indicates the month and year (MMYYYY) the student graduated, or plans to graduate, from high school. Use two digits to indicate the month and four digits to indicate the year.	062003	24-29
Filler	1	Blank Space		30
Spring 2004 School Code	6	Represents the school that the student is attending during the Spring of 2004. Colleges should use their USED OPE-Code.	131300	31-36
Filler	1	Blank Space		37

COMPETITIVE CAL GRANT A AND B PROGRAM PROPOSED SCORING SUMMARY FOR 2004-05

ELEMENTS	MAXIMUM POINTS
GRADE POINT AVERAGE (GPA)	70
PARENT EDUCATIONAL LEVEL (Mother and Father)	18
ACCESS EQUALIZER	18
STUDENT or PARENT HOUSEHOLD STATUS	18
FAMILY INCOME and HOUSEHOLD SIZE	76

GPA	SCORE
2.00 - 2.04	30
2.05 - 2.09	31
2.10 - 2.14	32
2.15 - 2.19	33
2.20 - 2.24	34
2.25 - 2.29	35
2.30 - 2.34	36
2.35 - 2.39	37
2.40 - 2.44	38
2.45 - 2.49	39
2.50 - 2.54	40
2.55 - 2.59	41
2.60 - 2.64	42
2.65 - 2.69	43
2.70 - 2.74	44
2.75 - 2.79	45
2.80 - 2.84	46
2.85 - 2.89	47
2.90 - 2.94	48
2.95 - 2.99	49
3.00 - 3.04	50
3.05 - 3.09	51
3.10 - 3.14	52
3.15 - 3.19	53
3.20 - 3.24	54
3.25 - 3.29	55
3.30 - 3.34	56
3.35 - 3.39	57
3.40 - 3.44	58
3.45 - 3.49	59
3.50 - 3.54	60
3.55 - 3.59	61
3.60 - 3.64	62
3.65 - 3.69	63
3.70 - 3.74	64
3.75 - 3.79	65
3.80 - 3.84	66
3.85 - 3.89	67
3.90 - 3.94	68
3.95 - 3.99	69
4.00	70

FAFSA VALUE	PARENTS' EDUCATION	SCORE per PARENT
1	Middle School/Jr High	9
2	High School	5
3	College or Beyond	0
4	Other / Unknown	9

DEPENDENT STUDENT: PARENT HOUSEHOLD	
Married	0
Unmarried	18
Separated / Divorced	18
Widowed	18

PARENTS' EDUCATION SAMPLES		
FAFSA VALUE		SCORE
FATHER	MOTHER	
		0
	1	9
	2	5
	3	0
	4	9
1		9
1	1	18
1	2	14
1	3	9
1	4	18
2		5
2	1	14
2	2	10
2	3	5
2	4	14
3		0
3	1	9
3	2	5
3	3	0
3	4	9
4		9
4	1	18
4	2	14
4	3	9
4	4	18

INDEPENDENT STUDENT: STUDENT HOUSEHOLD	
Married	0
Single, no dependents	0
Single, with dependents	18

OR

INDEPENDENT STUDENT: IF STUDENT IS AN ORPHAN	
Married	0
Single, no dependents	22
Single, with dependents	18

2004-05 COMPETITIVE CAL GRANT A AND B PROGRAM PROPOSED SCORING FOR ACCESS EQUALIZER

Student will receive Access Equalizer points if a disadvantaged high school experience is indicated either by:

1. The high school code on the GPA verification form is one of the following:
 - * A continuation high school; or
 - * A high school in the upper quartile of free or reduced lunch program; or
 - * A high school in the lowest quartile of university-going rate, excluding those high schools having no reported university-going rate and those having a free or reduced lunch rate of less than 25 percent.

or

2. The student submitted a GED test score.

GPA from	Disadvantaged High School Experience	
	No	Yes
High School	0	18
Non-High School	0	See below chart

Number of Years Out of High School	Educational Level				
	No College	1	2	3	4
2-3	9	6	3	0	0
4-5	12	9	6	0	0
6-7	15	12	9	3	0
8 or more	18	15	12	6	3

2004-05 COMPETITIVE CAL GRANT A AND B PROGRAM

PROPOSED SCORING FOR FAMILY INCOME AND HOUSEHOLD SIZE

TABLE 1: DEPENDENT STUDENTS AND INDEPENDENT STUDENTS WITH DEPENDENTS OTHER THAN SPOUSE

Family Income	Size of Household								
	10	9	8	7	6	5	4	3	2
\$0 - \$15,500	76	76	76	76	76	76	76	76	76
\$15,501 - \$16,700	76	76	76	76	76	76	76	76	75
\$16,701 - \$17,900	76	76	76	76	76	76	76	76	74
\$17,901 - \$19,100	76	76	76	76	76	76	76	76	73
\$19,101 - \$20,300	76	76	76	76	76	76	76	75	72
\$20,301 - \$21,500	76	76	76	76	76	76	76	74	71
\$21,501 - \$22,700	76	76	76	76	76	76	76	73	70
\$22,701 - \$23,900	76	76	76	76	76	76	76	72	69
\$23,901 - \$25,100	76	76	76	76	76	76	75	71	68
\$25,101 - \$26,300	76	76	76	76	76	76	74	70	67
\$26,301 - \$27,500	76	76	76	76	76	76	73	69	66
\$27,501 - \$28,700	76	76	76	76	76	76	72	69	65
\$28,701 - \$29,900	76	76	76	76	76	75	71	68	64
\$29,901 - \$31,100	76	76	76	76	76	74	70	67	64
\$31,101 - \$32,300	76	76	76	76	76	73	69	66	63
\$32,301 - \$33,500	76	76	76	76	76	72	69	65	62
\$33,501 - \$34,700	76	76	76	76	75	71	68	65	62
\$34,701 - \$35,900	76	76	76	76	74	70	67	64	61
\$35,901 - \$37,100	76	76	76	76	73	69	66	63	60
\$37,101 - \$38,300	76	76	76	75	72	68	66	62	59
\$38,301 - \$39,500	76	76	76	74	71	68	65	62	58
\$39,501 - \$40,700	76	76	76	73	70	67	64	61	57
\$40,701 - \$41,900	76	76	75	72	69	66	63	60	56
\$41,901 - \$43,100	76	76	74	71	69	65	63	59	55
\$43,101 - \$44,300	76	76	73	70	68	65	62	58	54
\$44,301 - \$45,500	76	75	72	70	67	64	61	57	53
\$45,501 - \$46,700	76	74	71	69	66	63	60	56	52
\$46,701 - \$47,900	76	73	71	68	66	62	59	55	51
\$47,901 - \$49,100	76	72	70	67	65	62	58	54	50
\$49,101 - \$50,300	75	71	69	67	64	61	57	53	49
\$50,301 - \$51,500	74	70	68	66	63	60	56	52	48
\$51,501 - \$52,700	73	70	68	65	63	59	55	51	47
\$52,701 - \$53,900	72	69	67	64	62	58	54	50	46
\$53,901 - \$55,100	71	68	66	64	61	57	53	49	45
\$55,101 - \$56,300	70	68	65	63	60	56	52	48	44
\$56,301 - \$57,500	69	67	65	62	59	55	51	47	43
\$57,501 - \$58,700	69	66	64	61	58	54	50	46	42
\$58,701 - \$59,900	68	65	63	60	57	53	49	45	41
\$59,901 - \$61,100	67	64	62	59	56	52	48	44	40
\$61,101 - \$62,300	66	64	61	59	55	51	47	43	INELIGIBLE
\$62,301 - \$63,500	66	63	60	58	54	50	46		
\$63,501 - \$64,700	65	62	60	57	53	49	45		
\$64,701 - \$65,900	64	62	59	56	52	48	44		
\$65,901 - \$67,100	64	61	58	55	51	47	43		
\$67,101 - \$68,300	63	60	57	54	50	46	42		
\$68,301 - \$69,500	62	59	56	53	49	45	INELIGIBLE		
\$69,501 - \$70,700	61	58	55	52	48	44			
\$70,701 - \$71,900	60	57	54	51	47	43			
\$71,901 - \$73,100	59	56	53	50	46	42			
\$73,101 - \$74,300	58	55	52	49	45	INELIGIBLE			
\$74,301 - \$75,500	57	54	51	48	44				
\$75,501 - \$76,700	56	53	50	47	43				
\$76,701 - \$77,900	55	52	49	46	42				
\$77,901 - \$78,100	54	51	48	45	41	INELIGIBLE			

NOTE: The maximum income ceilings for the Cal Grant Program are within the family income ranges. The cells above the bold line in the matrix show Cal Grant B eligibles. The cells below the bold line in the matrix show Cal Grant A eligibles only.

**2004-05 COMPETITIVE CAL GRANT A AND B PROGRAM
PROPOSED SCORING FOR FAMILY INCOME AND HOUSEHOLD SIZE
TABLE 2: SINGLE INDEPENDENT AND MARRIED STUDENTS**

Family Income	Size of Household	
	2 - M	1
\$0 - \$6,300	72	72
\$6,301 - \$6,800	72	71
\$6,801 - \$7,300	72	70
\$7,301 - \$7,800	72	69
\$7,801 - \$8,300	72	68
\$8,301 - \$8,800	72	67
\$8,801 - \$9,300	72	66
\$9,301 - \$9,800	72	65
\$9,801 - \$10,300	72	64
\$10,301 - \$10,800	72	63
\$10,801 - \$11,300	72	62
\$11,301 - \$11,800	72	61
\$11,801 - \$12,300	72	60
\$12,301 - \$12,800	71	59
\$12,801 - \$13,300	71	58
\$13,301 - \$13,800	70	57
\$13,801 - \$14,300	70	56
\$14,301 - \$14,800	69	55
\$14,801 - \$15,300	68	54
\$15,301 - \$15,800	67	53
\$15,801 - \$16,300	67	52
\$16,301 - \$16,800	66	51
\$16,801 - \$17,300	65	50
\$17,301 - \$17,800	64	49
\$17,801 - \$18,300	63	48
\$18,301 - \$18,800	62	47
\$18,801 - \$19,300	61	46
\$19,301 - \$19,800	60	45
\$19,801 - \$20,300	59	44
\$20,301 - \$20,800	58	43
\$20,801 - \$21,300	57	42
\$21,301 - \$21,800	56	41
\$21,801 - \$22,300	56	40
\$22,301 - \$22,800	55	39
\$22,801 - \$23,300	55	38
\$23,301 - \$23,800	54	37
\$23,801 - \$24,300	53	36
\$24,301 - \$24,800	52	35
\$24,801 - \$25,300	51	INELIGIBLE
\$25,301 - \$25,800	50	
\$25,801 - \$26,300	49	
\$26,301 - \$26,800	48	
\$26,801 - \$27,300	47	
\$27,301 - \$27,800	46	
\$27,801 - \$28,300	45	

NOTE: The maximum income ceilings for the Cal Grant Program are within the family income ranges.



Appeal process for the 2002-03 Entitlement Cal Grant Applicants who do not have a Free Application for Federal Student Aid (FAFSA) on the Commission's Processing System

This fact sheet is pertinent for undergraduate Entitlement Cal Grant applicants only.

This fact sheet will help provide guidance to California's financial aid applicants whose 2002-03 FAFSA information was not included in the 2002-03 Cal Grant Entitlement award process. To assist the California Student Aid Commission (Commission) in determining why your application was not included, please review the following information carefully. Affected applicants will have to file a formal appeal, including the documents listed below in order to receive further consideration for the Commission's programs.

Why an Application Might Not Appear on the Commission's System

The primary cause for applications not being processed onto our system is that they were incomplete. Late applications are also not accepted. The Commission holds the applicant responsible for securing proof that the filing deadline was met and that the application was mailed to the correct location.

The following is a list of circumstances why: 1) a student's application was **not entered** onto the Commission's system, and 2) their information is not available for the Grant Services staff to use when researching student inquiries:

- Applications were incomplete and did not contain enough information for the Federal application processor to be able to produce an Expected Family Contribution (EFC);
- California was not listed as state of legal residence and there were no California colleges listed;
- Application filing did not make the March 2, 2002, filing deadline;
- Applications mailed to the wrong address.

How to Appeal your Application Status

If, after reviewing the information on the reverse of this document, you feel you would qualify for a Commission award, please submit your written appeal requesting reconsideration. Your written appeal should explain any unusual circumstances that you are aware of happening during the processing of your FAFSA. Also, provide as much supporting information and documentation as possible, including all of the following items:

1. A photocopy of your original FAFSA, and any subsequent FAFSA's, mailed to the processor;
2. A photocopy of all pages of every green colored Student Aid Report (SAR) you have received. (Note: Your SAR has your social security number in the lower right hand corner followed by the first two letters of your last name followed by two numbers. If those numbers are an "01," this is your first SAR, if "02," it is your second, etc.);
3. A photocopy of your proof of mailing for the FAFSA and Grade Point Average (GPA) Verification Form by the filing deadline (i.e., Certificate of Mailing); and
4. A photocopy of your properly completed GPA Verification Form.

Review your SAR for Accuracy

If your appeal is successful and the Commission makes the decision to consider you for a Commission award, your SAR must be complete and accurate when we process your SAR information. Please review your **entire SAR** for completeness and accuracy. Specifically, please review your responses to SAR questions 13, 24 and 25, 26, 29, 30. Step 6 of the SAR must list at least one California college, university or vocational school. An incomplete or inaccurate SAR which you have had ample time to correct will not be accepted, even after your appeal is received.

Before submitting your appeal for reconsideration

You should be aware of the following information before submitting an appeal for reconsideration. The Commission has already completed the 2001-2002 Cal Grant award competition. Recipients were selected from those applications that were submitted timely with complete and accurate information. Grants were awarded using the income and asset ceilings, and GPA selection criteria indicated below. (Income ceilings are based on 2000 taxed and untaxed income as reported on the FAFSA). If you do not meet these criteria it is not likely that you will be selected for a 2001-2002 Cal Grant.

It is possible that additional funding for more Cal Grants may later become available.

Income and asset ceilings used for Cal Grant selection

For dependent students and independent students with dependents (other than a spouse):

Cal Grant A & C Programs

Family income ceiling levels

\$76,500 with 6 or more family members
\$70,900 with 5 family members
\$66,200 with 4 family members
\$60,900 with 3 family members
\$59,400 with 2 family members

Cal Grant B Program:

Family income ceiling levels

\$42,000 with 6 or more family members
\$38,900 with 5 family members
\$34,800 with 4 family members
\$31,300 with 3 family members
\$27,800 with 2 family members
\$24,300 for a single student

Maximum assets = \$51,200 for Cal Grants A, B and C.

For independent students without children or other dependents (other than a spouse):

Cal Grant A, B and C Programs:

\$24,300 for single students \$27,800 for married students (no other dependents)

Maximum assets = \$24,400 for Cal Grants A, B and C.

CAL GRANT GPA CUTOFF

An absolute GPA selection cutoff is used only for both Cal Grant A and B programs.

Cal Grant A

3.00 GPA

Cal Grant B

2.00 GPA

Please mail your appeal with complete documentation immediately. Your request will be thoroughly reviewed and you will be notified of our decision within six weeks after receipt of request. Please be advised that our secondary review **does not** guarantee that you will receive an award. Questions regarding the appeal process, but not a specific appeal, may be made using our e-mail address: custsvcs@csac.ca.gov. Send all requested documents to:

California Student Aid Commission
Grant Programs Customer Service
P. O. Box 419027
Rancho Cordova, CA 95741-9027

GRANT ROSTER - ADJUSTMENT REASON CODES

CODE	DEFINITION	COMMISSION ACTION/RESULT
FT	<u>Recipient is attending full-time</u> and payment is being increased to reflect full-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than the recipient's maximum eligible amount for the term. Recipient uses full eligibility for the term. NOTE: This adjustment reason code is necessary only when a recipient's payment is adjusted up to the full-time amount. It is not necessary to use this code when there is no change to a recipient's full-time status.
TT	<u>Recipient is attending three quarter-time</u> , and payment is being adjusted (increased or decreased) to reflect three-quarter-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated three-quarter-time amount when applicable, based on the payment proration requirements for the school. The recipient uses three quarters of the full eligibility for the term.
HT	<u>Recipient is attending half-time</u> , and payment is being adjusted (increased or decreased) to reflect half-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated half-time amount when applicable, based on the payment proration requirements for the school. The recipient uses half of the full eligibility for the term.
AF	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending full-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field which can be more or less than the term amount displayed on the Grant Roster, but no more than the maximum for which the recipient is eligible. The recipient will use full eligibility for the term.
AT	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending three-quarter-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field, which can be more or less than the term amount displayed on the Grant Roster, but no more than the maximum for which the recipient is eligible. The recipient will use three quarters of the full eligibility for the term.

CODE	DEFINITION	COMMISSION ACTION/RESULT
AH	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending half-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field, which can be more or less than what is displayed on the roster, but no more than the maximum for which the recipient is eligible. The recipient will use half of the full eligibility for the term.
OF	<u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending full-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.	The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C or Graduate Fellowship. The recipient will use full eligibility for the term.
OT	<u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending three-quarter-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.	The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C or Graduate Fellowship. The recipient will use three quarters of the full eligibility for the term.
OH	<u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending half-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.	The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C or Graduate Fellowship. The recipient will use half of the full eligibility for the term.

CODE	DEFINITION	COMMISSION ACTION/RESULT
RF	<p>The RF code indicates a <u>renewal recipient has a revised need and is attending full-time</u>. The school has made a revision to a renewal recipient's unmet financial need, and the current Grant Roster does not reflect the new need amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when a revision to the need amount printed on the Grant Roster results in a change to the recipient's annual award amount, and therefore affects the term payments. This change can either result in a decrease or increase to the recipient's annual award. Note: Revisions to new recipients' need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.</p>	<p>The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.</p>
RT	<p>The RT code indicates a <u>renewal recipient has a revised need and is attending three-quarter-time</u>. The school has made a revision to a renewal recipient's unmet financial need, and the current Grant Roster does not reflect the new need amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when a revision to the need amount printed on the Grant Roster results in a change to the recipient's annual award amount, and therefore affects the term payments. This change can either result in a decrease or increase to the recipient's annual award. Note: Revisions to new recipient's need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.</p>	<p>The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use three quarters of the full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.</p>

CODE	DEFINITION	COMMISSION ACTION/RESULT
RH	<p><u>The RH code indicates a renewal recipient has a revised need and is attending half-time.</u> The school has made a revision to a renewal recipient's unmet financial need and the current Grant Roster does not reflect the new need, amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when a revision to the need amount printed on the Grant Roster results in a change to the recipient's annual award amount, and therefore affects the term payments. This change can either result in a decrease or increase to the recipient's annual award. Note: Revisions to new recipient's need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.</p>	<p>The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use half of the full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.</p>
LA	<p><u>Recipient is taking a leave of absence from the Cal Grant or Graduate Fellowship program.</u> The school must enter a \$0 amount in the term adjustment field. The school should not use the LA code when a payment greater than \$0 is reported for a term.</p>	<p>The Commission will place the recipient in a leave status for the term. The recipient will not use any eligibility for the term. The subsequent updated Grant Roster will reflect a \$0 term payment and a LA code in the Pay Status field. NOTE: Payments reported by any school for a term for which one school has reported a leave of absence will override the recipient's leave status for the term.</p>

CODE	DEFINITION	COMMISSION ACTION/RESULT
NP	<p><u>Recipient is not making satisfactory academic progress.</u> The school must enter a \$0 amount in the term adjustment field.</p>	<p>The Commission will place the recipient in an unsatisfactory progress status for the term, and the recipient will not use any eligibility for the term. The school must report a recipient's unsatisfactory progress for every term affected. The subsequent updated Grant Roster will reflect a \$0 term payment and an NP code in the Pay Status field. To clear a recipient's unsatisfactory progress status for a term, the school should report a payment adjustment for the term.</p> <p>Recipients who have an unsatisfactory progress status for consecutive terms beyond one academic year will be withdrawn from their program. (Example: A recipient who is reported as "NP" for both the fall and spring semesters must activate his or her award by re-establishing satisfactory progress during the subsequent term or the award will be withdrawn.)</p>
LD	<p><u>School is aware that the recipient is in default on an educational loan,</u> and therefore, cannot disburse funds.</p>	<p>Recipient's award will be withdrawn.</p>
GR	<p><u>School is aware that the recipient owes a refund on a federal or state grant,</u> and therefore, cannot disburse funds.</p>	<p>Recipient's award will be withdrawn.</p>
IA	<p><u>Ineligible course for Cal Grant A:</u></p> <ul style="list-style-type: none"> Recipient is enrolled in an instructional program that is less than two academic years in length. 	<p>Recipient's award will be withdrawn.</p>
IB	<p><u>Ineligible course for Cal Grant B:</u></p> <ul style="list-style-type: none"> Recipient is enrolled in an instructional program that is less than one academic year in length. <p>NOTE: Disqualification for the Cal Grant B based on the definition of "Entering Freshman" (16-unit rule) should be reported on a G-21.</p>	<p>Recipient's award will be withdrawn.</p>

CODE	DEFINITION	COMMISSION ACTION/RESULT
IC	<u>Ineligible course for Cal Grant C:</u> <ul style="list-style-type: none"> Recipient is enrolled in an instructional program that is less than four months or greater than 24 months in length. Recipient is enrolled in a non-vocational course of study that does not qualify for the program. Recipient is taking all prerequisite courses that are not actually part of a technical/vocational program. 	Recipient's award will be withdrawn.
MV	<u>Unable to verify requirements for Cal Grant Fifth-Year benefits:</u> <ul style="list-style-type: none"> Recipient is a graduate. Recipient is not enrolled in an undergraduate degree program that requires every participant more than four years to complete. 	Recipient's award will be withdrawn.
TV	<u>Unable to verify requirements for Cal Grant Teaching Credential benefits:</u> <ul style="list-style-type: none"> Recipient is not enrolled in a teaching credential program approved by the California Commission on Teacher Credentialing. Recipient has already received an initial teaching credential. Recipient has not yet received a bachelor's degree. 	Recipient's award will be withdrawn.

CODE	DEFINITION	COMMISSION ACTION/RESULT
GV	<p><u>Unable to verify requirements for the Graduate Fellowship Program:</u></p> <ul style="list-style-type: none"> Recipient is not enrolled in a graduate or professional program. Law student is not enrolled in a three-year, full-time, day law program. 	Recipient's award will be withdrawn.
IP	Special code for Commission use only or for use by schools at the direction of a Grant Services analyst. For more information, please call the Grant Services Division at (916) 526-7590.	
SR	(Tuition/Fees only) <u>Recipient is a graduating senior enrolled less than full-time (three-quarter time, half-time or less than half-time).</u> Actual tuition/fee charges, up to the maximum term award, should be entered in the term adjustment field.	The Commission will pay up to the amount charged by the school, but no more than the maximum amount the recipient is eligible to receive, based on the recipient's remaining eligibility in the program. The recipient will be withdrawn from the program after payment is made.
ST	<u>(Subsistence only) Recipient is a graduating senior enrolled three quarter-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field, but will not pay more than a prorated three-quarter-time amount. The recipient uses three quarters of the full eligibility for the term. The recipient will be withdrawn from the program after payment is made.
SH	<u>(Subsistence only) Recipient is a graduating senior enrolled half-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated half-time amount. The recipient uses half of the full eligibility for the term. The recipient will be withdrawn from the program after payment is made.

CODE	DEFINITION	COMMISSION ACTION/RESULT
SL	<u>(Subsistence only) Recipient is a graduating senior enrolled less than half-time.</u>	The Commission will not pay subsistence for this recipient. The recipient will use eligibility for the term only if he or she is receiving payment for tuition/fees for the same term. The recipient will be withdrawn from the program after payment is made.
NS	<u>School originally reported a payment transaction for a recipient who ultimately is ineligible for payment.</u> The school enters a \$0 payment in the term adjustment field.	The Commission will pay \$0 for the recipient, and the recipient will not use any eligibility for the term.
PF	<u>School disburses payments to recipients more than once per term, and the school is unable to disburse the entire term amount to a recipient. Recipient was verified as attending full-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than the recipient's maximum eligible amount for the term. Recipient uses full eligibility for the term.
PT	<u>School disburses payments to recipients more than once per term, and the school is unable to disburse the entire term amount to a recipient. Recipient was verified as attending three-quarter-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than the recipient's maximum eligible amount for the term. Recipient uses three quarters of the full eligibility for the term.
PH	<u>School disburses payments to recipients more than once per term, and the school is unable to disburse the entire term amount to a recipient. Recipient was verified as attending half-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than the recipient's maximum eligible amount for the term. Recipient uses half of the full eligibility for the term.



Frequently Asked Questions



WebGrants: Printing Rosters

Q1

WebGrants: Customizing Rosters

Q2

Leave of Absence Policy

Q3

GPA Calculation and Submission

Q4

Frequently Asked Questions:

Printing WebGrants Rosters and Reports

How can I print out a report that I locate on WebGrants?

To print a report, locate the report and date of the report in the Data Transfer – Report Download screen. While using Internet Explorer, you can right click on the “Display/Download” link for the report in question while on the report list page. Then you will have the option to save the report on your system or to print the report. If printing, the browser will open a print box allowing you to format the report to print in the manner you want, (landscape, portrait, what paper, etc.)

If you are using Netscape Navigator, a right click on the report gives you the option to save the file. There is not a print option but instead, however, you can hit the “Open Link in New Tab” option and when opened you can at that point use the full print features of the browser.

How do I format the reports to print correctly?

The print formats for the reports are the same as those used in Legacy WebGrants. For optimal printing, use Courier New font, size 8 and set the print format to landscape.

How do I format the roster to print correctly?

For the text version of the roster, set the print format to landscape and the margins to .75 top, .25 left & right, and .50 bottom.

Should I print the roster from the Data Transfer screen?

No, the roster must be printed from the Print Roster screen located in the Roster Main Menu. The report is formatted to print on 8.5x11’ paper (landscape).

The roster does not print. What should I do?

The HTML format requires a lot of memory to print. Use a network printer rather than desktop printer and increase the size of the cache on your PC. If the roster still does not print due to the HTML formatting, use the text version.

Can I print a customized roster?


Yes, the Print Roster screen has been modified to allow users to print the custom roster formats that they have created. The roster will print in a text format on 8.5x11 paper (landscape).

Frequently Asked Questions about: the Payment Roster

How do I identify students who are new to my school's roster?

To identify students new to your roster is a two-part process that must be completed prior to the time a new roster is produced. The following steps will allow you to flag all of the records currently on your roster so that the next time it runs, you will be able to create a list of students who have been added.

Part 1 – Display Roster

- 1: Open the CSAC Standard Roster in the Display Roster screen.
- 2: Locate the box labeled “**Update all records with custom code**” 
(Will display in Custom Code 5 field)”
- 3: Select a two-character code to use. We have been using OR as our training example (on roster) and enter the code in the box. Codes must alpha or numeric.
- 4: Click on the Submit button

Part 2 – Customize Roster

- 1: Go to the Customize Roster menu
- 2: Click on the edit button next to the CSAC Standard Roster
- 3: Name the roster. We have been using the name “New to Roster,” and click the button to indicate that this is NOT your preferred format.
- 4: Go to the last section of the page and select “exclude” in the drop down box next to Custom Code 5 and then enter the two-character code you chose in Step 3.
- 5: Save the Roster format

This completes the process. After the roster is updated at the end of the week, go back to the Display Roster screen and select the New to Roster format on the blue bar. The resulting list will be the students who were not on your roster when you flagged all the records. You will want to repeat Part 1, steps 3 and 4 after processing the changes. This system will allow you to see who has been added to your roster over a period of time. It is not necessary to do this process each week unless you need to know the exact date the student's first appeared on the roster.

What is the purpose of the Custom Codes?

Custom codes allow schools to create special identifiers that can be used to filter the records on the roster. A few of the possible uses are to:

- Flag accounts that require research or special handling
- Suppress the records for students that are not attending the school
- Identify the staff member responsible for working a particular set of students
- Mark records that have been reconciled

Do I have to use custom codes or customized rosters?

No, they are there as a tool for schools that wish to change the way that the payment data is viewed or to sort and/or filter the types of records that are displayed,

California Student Aid Commission
Leave of Absence and Renewal Eligibility Questions & Answers
September 2003

The following questions and answers have been prepared by the Commission as indicated in Policy Bulletin 2003-01 and Operations Memo 2003-07.

What are the benefits to this new policy?

The new policy allows students to more effectively manage their Cal Grant eligibility. This is particularly important for students who will take longer than four years to complete their program. As long as students attend the minimum number of required terms per year, their grants will be eligible for renewal. Eligibility can be extended over more academic years without depleting the leave of absence allowance. Students attending semester schools are required to attend one semester per academic year. Those at quarter schools are required to attend two quarters per academic year.

The new policy will reduce the number of transactions that the schools are required to report.

The Policy Bulletin states that the last term of the award year is always excluded from the renewal eligibility calculation. Does this mean the summer term?

The “last term of the award year” refers to the last term of the academic year prior to the start of the next academic year, regardless of whether it is discretionary or mandatory. This term is usually referred to as “Summer” on the CSAC roster. For a semester school, it would be the term following the second semester. For a quarter school, it would be the fourth quarter. For a trimester school, it would be the third trimester.

The Policy Bulletin mentions that implementation of this policy eliminates the need to post a “Leave from Payment.” Won’t that adversely affect community college students who wish to postpone use of their grant to conserve eligibility?

Under the new policy, students are only required to use Leave of Absence to satisfy the minimum number of terms required per year.

For example, a student attending a semester-based community college could be paid for fall term of the first year, and then be renewed based on the new policy (having met the one term per year requirement). The student could then be paid for fall of the next year and once again be renewed for the next year. The following year, the student could be paid for both terms (which uses no leave time). By the end of the third year, the student would have used 200 percent of Cal Grant eligibility. This preserves 200 percent payment eligibility and the full academic year of leave eligibility for transfer to a four-year school.

Will this policy be applied retroactively?

Yes, when new leave of absence requests are entered, prior terms will be evaluated to determine if the student has remaining leave eligibility. Edits have been added to the payment screens to review all prior transactions to determine if a student has remaining eligibility for the leave. Transactions entered by CSAC will appear on the school’s Accept/ Reject report and will indicate whether the student was eligible for the leave.

Our school does not have semesters or quarters. How does this apply to our students?

Regardless of the actual attendance pattern of a student, Cal Grants are paid out on a quarter basis (four payments per calendar year) or semester basis (three payments per calendar year). CSAC categorizes non-traditional schools as either a quarter or semester school, as reflected on the school roster. Schools should refer to their roster to determine the minimum number of terms required for renewal.

If a student's Cal Grant can get renewed for the next year before a school has reported the last term's payment, won't this make it harder for schools to pay students in the prior year?

No. The Commission will continue the practice of allowing Cal Grant payment through September 30 following the award year. Even though the student's Cal Grant has already been renewed, schools will still be able to report or correct payments from the prior year.

How many automatic leaves are available to each student?

There is no set limit on how many automatic leaves can be applied to a student's record. In practical application, however, Cal Grant participants will not remain in the program indefinitely without either using up their total program eligibility or exceeding the total leave of absence limit. Students must continue to maintain satisfactory academic progress to remain active in the Cal Grant program.

If a student files 2 Leaves of Absences during one academic year at a semester-based school, are they both reflected on the Student History screen?

Both leave transactions will be shown on the Student History screen and are maintained in the database. However, when determining eligibility for future leaves of absence, only one term of leave of absence will be counted.

The Operations Memo, GOM 2003-07, states that, "A 'leave of absence' will not be required for those brief periods not covered by payments transactions nor is there a need to report a 'leave of payment'." What do you mean by 'brief periods'?

As long as a student attends the minimum number of required terms per academic year, then it is not necessary to post a leave of absence for any term for which the student does not wish to receive payment.

Frequently Asked Questions GPA Submission

Who needs to have a GPA filed with the Commission?

The Commission urges schools to submit GPAs for all students who may qualify for Cal Grants. Colleges may submit high school GPAs, college GPAs and reestablished GPAs for their students and applicants. Only CCC can submit reestablished GPAs.) Colleges may also advise first year students attending without a Cal Grant to fill out the FAFSA and submit a high school GPA. First year college students can be considered for an entitlement award up to a year after high school graduation.

How may GPAs be submitted?

The most efficient way to submit GPAs is the Commission College GPA Collection System available through WebGrants. The WebGrants GPA function provides immediate feedback regarding the number of GPAs that have been accepted, and identifies any errors in the upload. When entering GPAs through WebGrants, up to 35,000 GPAs may be entered in a single upload file. Since these GPAs can be certified electronically, there is no need to fax or mail a Certification form when the online GPA function is used.

Verified GPAs may also be submitted on individual GPA Verification Forms.

Who can compute Cal Grant GPAs?

California law and regulations do not specify a particular school official who must compute GPAs and complete the verification certifications. This is intentional to give schools latitude and flexibility. Most frequently, an official in the office responsible for maintenance of student transcripts and records would submit GPAs. Upon occasion, counselors, financial aid advisors or others may complete verification certifications.

Which type of GPA should a student submit?

Student is a senior in high school at time of application	High School GPA
Student has graduated from high school but has not yet completed 24 semester college units (or the equivalent)	High School GPA
Student has already graduated from high school and has completed at least 16 but no more than 24 semester college units (or the equivalent) at a California Community College	Re-established GPA or High School GPA
Student has completed more than 24 semester college units (or the equivalent)	College GPA

Due to the exceptional nature of the reestablished GPA, some Cal Grant applicants may legitimately be in a situation where both a high school and reestablished GPA or college GPA could be submitted. This would occur for students who are still in the Entitlement two-year application "window" yet who have already earned enough college units to have a reestablished GPA or college GPA submitted.

A high school GPA can be used in consideration for Entitlement Cal Grants, competitive Cal Grants and for the Cal Grant C. The reestablished GPA can be used only in consideration for a competitive Cal Grant B award. A college GPA can be used in consideration for a Transfer Entitlement (CC grades), competitive Cal Grants and for the Cal Grant C. Therefore, even if a student has earned enough units for a reestablished or college GPA, it may be in the student's best interests to submit the high school GPA. For this reason, the Commission will attempt to use the GPA most advantageous to the student. Schools must be aware, however, that the Commission may not be

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GPA Submission

able to recognize that using the other GPA would be better for the student. Ideally, only the best GPA would be sent.

How are High School GPAs calculated?

High school GPAs can be submitted only by high schools that meet at least one of the following requirements:

- The school is accredited by the Western Association of Schools and Colleges (WASC); or
- The school is accredited by another regional accrediting association if the secondary school is not located in the WASC region; or
- The school has a University of California "a-g" subject area approved course list. See the WASC Accreditation section below. (*G.O.M. 2001 - 10*)

A high school GPA must be calculated on a 4.00 scale computed to two decimal places, rounded to the nearest hundredth. Grades for coursework based on any scale other than a 4.00 maximum scale must be converted to a 4.00 equivalent prior to inclusion in the calculated GPA. The high school GPA for applicants who have not yet graduated high school must include all coursework for the sophomore year, the summer following the sophomore year, the junior year, and the summer following the junior year. The GPA must not include grades from physical education, Reserve Officer Training Corps (ROTC) and remedial courses. For high school graduates who apply after the senior year, a high school GPA includes senior year coursework.

The Commission does not have any definition in statute of the term "remedial." Therefore, high schools should implement whatever standards their institution uses, applying these standards consistently for all GPAs calculated.

What is a Re-established GPA?

Applicants who cannot meet the high school GPA requirements for any reason, or who have not yet completed the required 24 units to use a college GPA, may be able to submit a community college reestablished GPA.

A reestablished GPA:

- ✓ Is calculated on at least 16 units but less than 24 units of eligible coursework earned at a California Community College that meet the community college GPA requirements in this chapter
- ✓ Can only be calculated and submitted by a community college
- ✓ Can only include units actually earned at a community college
- ✓ Will be used only for competitive Cal Grant B consideration

How are College and Community College GPAs calculated?

A college GPA must be calculated on a 4.00 maximum scale on the basis of all college work completed, excluding nontransferable units and courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree. (*C.E.C. 69432.7 (d)*) "All college work completed" includes all coursework for which grades are known to the reporting official and accepted for credit at the school reporting the GPA regardless of the grade received.

The statements "nontransferable units" and "courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree" have a specific

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meaning in the regulations promulgated by the Student Aid Commission. Schools must follow the definition provided below. A college or community college GPA may only be computed for students who have earned or received a minimum of 24 college semester units, or their equivalent, regardless of the grade received. (Also review “Reestablished GPAs” later in this chapter). The equivalent of 24 semester units in quarter units is 36 units and the clock hour equivalent is 900 clock hours.

To ensure full access to all participating Cal Grant institutions, and to allow participation from students with college credits from all of the various post secondary educational segments, the Student Aid Commission has had to define some of the terms used in the California Educational Code (C.E.C.). “Nontransferable units” and “courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree” are defined for postsecondary institutions as follows:

For Baccalaureate Degree Granting Institutions

For purposes of computing a college grade point average by a postsecondary institution that grants a baccalaureate degree: “nontransferable units” and “courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree” are those courses which do not earn credit for a baccalaureate degree from the reporting institution.

For Associate Degree Granting Institutions

For purposes of computing a college grade point average by a postsecondary institution that grants an associate degree: “nontransferable units” and “courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree” are those courses which do not earn credit for an associate degree at the reporting institution.

For Institutions that do not Grant Baccalaureate or Associate Degrees

For purposes of computing a college grade point average by a postsecondary institution that does not grant a baccalaureate or an associate degree: “nontransferable units” are those units which are not used in satisfying requirements for earning a baccalaureate degree from a California public institution of higher education that grants such a degree. “Courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree” are any courses for which the earned grade is not used in the computation of a GPA in determining admission eligibility, whether or not units earned for the course are transferable to such an institution. In all instances, a GPA can be calculated from units earned at the school.

Can test scores be submitted instead of a GPA?

Test scores can be submitted in lieu of a GPA in the following circumstances:

- The applicant does not have a GPA.
- The applicant’s GPA was earned at a high school that does not meet the secondary school GPA submission requirements.
- The applicant’s GPA was earned at a foreign school or the foreign school does not meet the institutional GPA submission requirements.
- The applicant’s GPA is more than 5 years old as of the March 2 or September 2 filing date.

Those who do have a GPA and who meet one of the conditions above have the choice of having the GPA calculated or sending a test score. All other applicants do not have the test score option and

Frequently Asked Questions

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must submit a GPA, regardless of whether or not they feel the GPA is indicative of their academic abilities. The acceptable tests are the General Educational Development Test (GED), the American College Test (ACT) and the Scholastic Aptitude Test (SAT).

If test scores will be submitted in lieu of a verified grade point average, students must take the test in sufficient time to meet the appropriate postmark deadline required for program submission. When submitting test scores, students should attach a properly completed GPA verification form to the test results (excluding the GPA certification). This will ensure that students are fully considered in all award selection categories.

ISIR records that cannot be matched with a GPA, and for which no test results are submitted in lieu of a GPA, will not be considered for a Cal Grant A, B or T award. However, ISIR records for which no GPA match can be made will be given Cal Grant C consideration. If the applicant is not Cal Grant C eligible, however, no notification on ineligibility will be sent.

To submit SAT, ACT or GED test results, applicants should complete the Student Aid Commission Grade Point Average Verification Form (except for the GPA certification) and then attach a copy of their SAT scores to the form.

What happens when more than one GPA is submitted?

The nature of the Cal Grant GPA calculation requirements makes it possible for applicants to submit more than one correctly calculated GPA. High school GPAs for Entitlement purposes can be submitted for any student who has graduated within the allowed two-year window. In the event that more than one GPA **of the same type** (high school, reestablished, college) is received, the highest GPA will be used.

If GPAs of different types are received, then the following GPAs will be selected:

- Should both a reestablished and a regular college GPA be received for the same award-filing deadline, the regular GPA will be used, regardless of which is higher.
- Should a high school GPA and a reestablished GPA be received, the application will be run down the Entitlement path using the high school GPA since this will result in consideration for more programs. If not eligible, the application will be set aside to use for the September C2 award selection. In this event, the higher GPA will be used.
- Should a high school GPA and a regular college GPA be received, the path will be determined by the high school graduation date. If not eligible for Entitlement, the application will be set aside to use for the September C2 award selection. In this event, the higher GPA will be used.

[illegible]

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California Student Aid Commission Contact List

Work Unit	Hours	Address	Provides Assistance For:
Grant Programs Customer Service e-mail: custsvcs@csac.ca.gov Website: http://www.csac.ca.gov For school use only: 888.294.0153 FAX 916.526.8002 For student use: 916.526.7590 888-224-7268	Mon, Tue, Wed, Fri 8:00am-5:00pm Thursday 9:00 am - 5:00 pm	P.O. Box 419027 Rancho Cordova, CA 95741-9027	<ul style="list-style-type: none"> • Individual Cal Grant aid inquiries. • Award status for grants. • General program inquiries. • Incorrect data on tape, roster, screen or diskette. • Special requests. • Record layouts • GPA diskette record layouts • School of Origin reports
Specialized Programs For school use only: 916.526.8276 For student use: 916.526.8276 FAX 916.526.7977	Monday - Friday 8:00 am - 5:00 pm	P.O. Box 419029 Rancho Cordova, CA 95741-9029	<ul style="list-style-type: none"> • Inquiries relating to specialized programs (APLE & Grad APLE, Byrd, State Work Study, Law Enforcement and Child Development).
Help Desk e-mail: csachelpdesk@csac.ca.gov Website: https://webgrants.csac.ca.gov For school use only: 888.294-0148 FAX 916.526.8005	Monday - Friday 8:00 am - 5:00 pm	P.O. Box 419026 Rancho Cordova, CA 95741-9026	<ul style="list-style-type: none"> • User access, IDs, or Passwords • User Access changes • File transfer Protocol (FTP), record layouts • Lost or Misfile reports • WebGrants Technical Assistance
Shipping Center 916.327.4609 FAX 916.323.1748	24 Hours a day	1045 W. National Dr. Sacramento, CA 95834	<ul style="list-style-type: none"> • Ordering Counselor's Guide, GPA Verification Forms. • Any other CSAC publication
Outreach & Training e-mail: OTDTraining@csac.ca.gov 916.526.8920 FAX 916.526.7360	Monday - Friday 8:00 am - 5:00 pm	P.O. Box 419031 Rancho Cordova, CA 95741-9031	<ul style="list-style-type: none"> • Grant and other program materials development • Workshop information • Commission outreach and information dissemination
Policy, Research & Legislation 916.526.7991 FAX 916.526.7998	Monday - Friday 8:00 am - 5:00 pm	P.O. Box 419030 Rancho Cordova, CA 95741-9030	<ul style="list-style-type: none"> • News media contacts • Policy Guidance • Research • Legislative Inquiries
Accounting Office		P.O. Box 419026 Rancho Cordova, CA 95741-9026	<ul style="list-style-type: none"> • Invoice Payments